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25 Van Ness, 5<sup>th</sup> Fl

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4/2/98

**HIV PREVENTION PLANNING COUNCIL**

**MEMBERSHIP COMMITTEE**

**PROPOSED AGENDA**

**April 2, 1998**

**12:00 - 2:00 p.m.**

1. Welcome/Introductions.
2. Continued Discussion of HPPC Member Retreat  
(scheduled for Thursday, May 7, 1998).
3. Committee Role/Actions in HPPC New Member Recruitment.
4. Next Meeting Agenda (April 16 12:00 - 2:00 p.m.).
5. Adjournment.

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**HIV Prevention Planning Council**

**Membership Committee**

**Friday May 15, 1998**  
**12:00 noon - 2:00 p.m.**

**AIDS Office**  
**25 Van Ness Avenue**  
**San Francisco CA**  
**5th Floor Training Room A**

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**AGENDA**

Noon to 12:30	Welcome and Introductions
12:30 to 1:00	New Member Orientation
1:00 to 1:30	1998 Committee Goals
1:30 to 2:00	Next Meeting/Agenda



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HIV Prevention Planning Council

Membership Committee

Thursday June 2, 1998  
12:00 noon - 2:00 p.m.

12.5  
/2/98  
AIDS Office  
25 Van Ness Avenue  
San Francisco CA  
5th Floor Training Room A

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AGENDA

- Welcome and Introductions
- New Member Orientation
- 1998 Committee Goals
- Next Meeting Agenda





## **HIV Prevention Planning Council**

### **Membership Committee**

**Thursday June 4, 1998  
12:00 noon - 2:00 p.m.**

**AIDS Office  
25 Van Ness Avenue  
San Francisco CA  
5th Floor Training Room A**

### **AGENDA**

- Welcome and Introductions
- New Member Orientation
- 1998 Committee Goals
- Next Meeting Agenda

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**HIV Prevention Planning Council**

**Membership Committee**

**Tuesday June 30, 1998**  
**9:00 a.m. - 12:00 noon**

**AIDS Office**  
**25 Van Ness Avenue**  
**San Francisco CA**

**5th Conference Room**

**AGENDA**

- Welcome
- New Member Orientation
- 1998 Committee Goals
- Next Meeting Agenda

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## **HIV Prevention Planning Council**

### **Membership Committee**

**Tuesday, July 7, 1998**

**9:30 - 11:30 a.m.**

#### **AGENDA**

- Welcome
- New Member Orientation
- 1998 Committee Goals
- Next Meeting Agenda

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**Meeting will be held at 25 Van Ness Avenue, 7th Floor  
Suite 710**

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are held in handicapped accessible facilities.***







12.5  
HIV Prevention Planning Council

3/98  
Membership Committee

Thursday September 3, 1998  
12:00 noon - 2:00 p.m.

AIDS Office  
25 Van Ness Avenue  
San Francisco CA  
5th Floor Conference Room

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AGENDA

- Welcome and Introductions
- 1999 Committee Goals
- Next Meeting Agenda

AIDS OFFICE

25 VAN NESS AVENUE, SUITE 500  
SAN FRANCISCO, CA 94102 - 6033

415 - 554-9000  
FAX 415 - 431-7547



## **HIV Prevention Planning Council**

### **Membership Committee**

**Thursday October 1, 1998**

**12:00 noon - 2:00 p.m.**

### **AIDS Office**

**25 Van Ness Avenue**

**San Francisco, CA**

**5th Floor Conference Room**

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### **AGENDA**

- Welcome and Introductions
- Bylaws Changes
- New Member Orientation Manual
- 1999 Committee Goals
- Next Meeting Agenda



**HIV Prevention Planning Council**

**Membership Committee**

**Thursday November 5, 1998**

**12:00 noon - 2:00 p.m.**

**AIDS Office**

**25 Van Ness Avenue**

**San Francisco, CA**

**5th Floor Training Room B**

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**AGENDA**

- Welcome and Introductions
- New Member Orientation





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**HIV PREVENTION PLANNING COUNCIL  
MEMBERSHIP COMMITTEE  
RETREAT MEETING**

**WHEN:** Wednesday, February 3, 1999  
3:00 p.m. - 4:00 p.m.

**WHERE:** AIDS Office  
25 Van Ness Ave, 5<sup>th</sup> Floor  
Training Room B

**AGENDA:**

1. Introductions and announcements
2. HPPC retreat
3. Retreat facilitator
4. Set agenda for next meeting
5. Closing and evaluation

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# AGENDA

## San Francisco HIV Prevention Planning Council Membership Committee

Thursday, April 1, 1999  
11:00 – 1:00 PM

AIDS Office  
25 Van Ness Avenue  
5<sup>th</sup> Floor  
San Francisco

1. Retreat Conference Call
2. Discuss Conference Call
3. Review Memo to HPPC New Member Selection Committee
4. Announcements
5. Adjourn

*NOTE: All meetings are open to the public and are held in handicapped accessible facilities.*



# AGENDA

## San Francisco HIV Prevention Planning Council Membership Committee

Thursday, May 6, 1999

11:00 - 1:00 PM

AIDS Office  
25 Van Ness Avenue  
330A  
San Francisco

1. Introductions and Announcements
2. Review/Update of the Retreat
3. Status of the HPPC Membership Application
4. Set Up Committee/Time to Review the Membership Applications
5. Adjourn

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# AGENDA

## San Francisco HIV Prevention Planning Council Membership Committee

Thursday, June 3, 1999

11:00 - 1:00 PM

AIDS Office  
25 Van Ness Avenue  
Conference Room  
San Francisco

1. Introductions and Announcements
2. Review of the Membership Grid
3. Review of HPPC Membership Applications
4. Selection Committee Dates
5. Adjourn

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## AGENDA

### San Francisco HIV Prevention Planning Council Membership Committee

Thursday, July 1, 1999  
11:00 – 1:00 PM

AIDS Office  
25 Van Ness Avenue  
Conference Room  
San Francisco

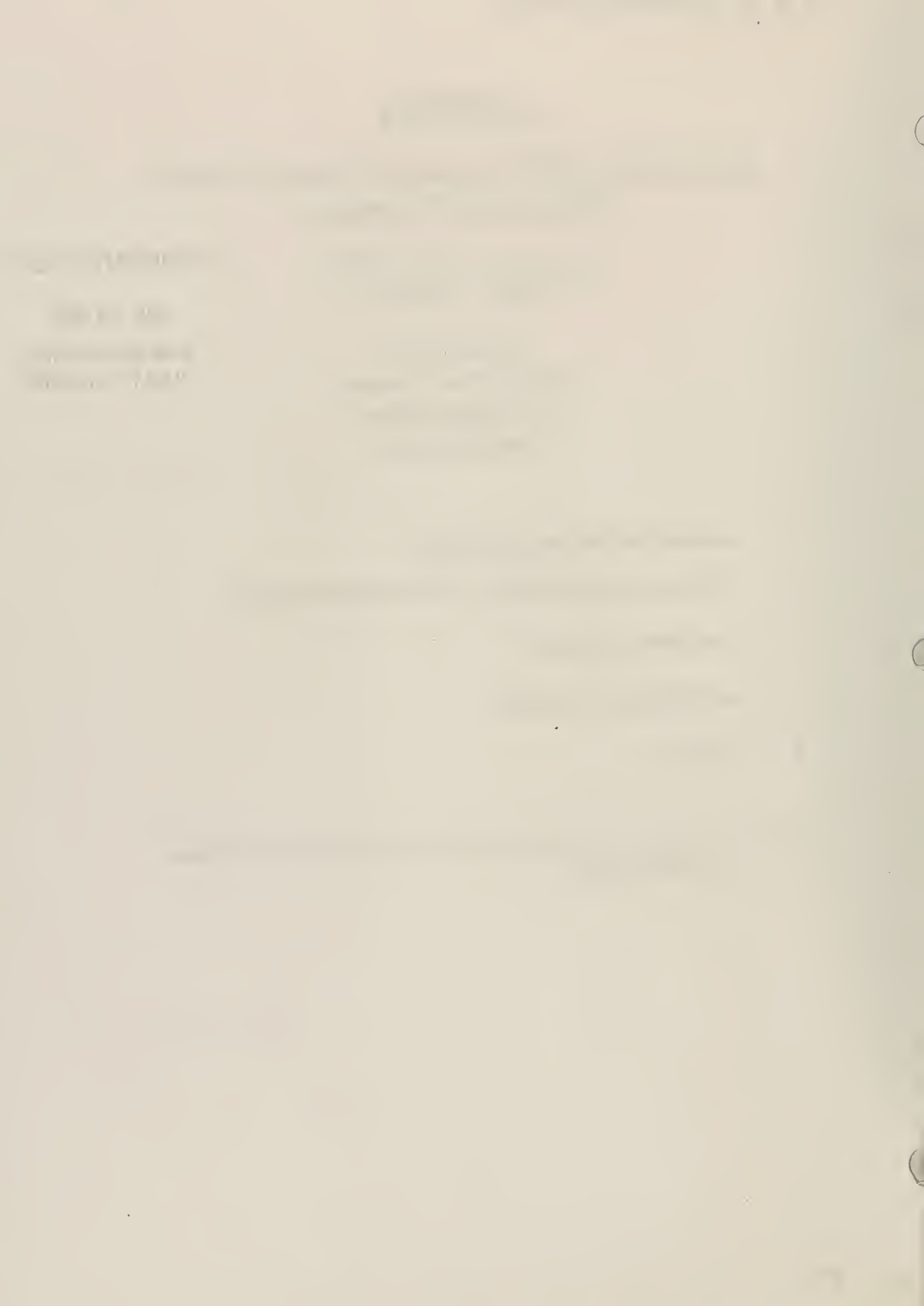
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1. Introductions and Announcements
2. 2000 Goals and Objectives – Kristen duBay Horton
3. New Member Selection
4. New Member Orientation
5. Adjourn

*NOTE: All meetings are open to the public and are held in handicapped accessible facilities.*



# AGENDA

## San Francisco HIV Prevention Planning Council Membership Committee

Monday, August 9, 1999

10:00 - 12:00 PM

AIDS Office  
25 Van Ness Avenue, 5<sup>th</sup> Floor  
Training Room B  
San Francisco

1. Introductions and Announcements
2. New Member Orientation
3. Adjourn

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**•• MEETING ANNOUNCEMENT ••****HIV Prevention Planning Council  
Membership Committee*****Thursday, November 4, 1999******11:00 -1:00 p.m.*****AGENDA**

1. Welcome and Introductions
2. Update on Member terms and resignations
3. Discuss election of committee chair (possible vote)
4. Discuss issues of membership for restructuring process

**Meeting will be held at 25 Van Ness, 5th Floor*****NOTE: All meetings are open to the public and  
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# AGENDA

## San Francisco HIV Prevention Planning Council Membership Committee

Thursday December 2, 1999

11:00 – 1:00 PM

HIV Prevention Section Office  
25 Van Ness Avenue, 5<sup>th</sup> Floor  
Conference Room  
San Francisco

1. Introductions, Check-in and Announcements
2. Restructuring Issues
3. Date, Time, Items for next meeting

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**Revised 11/29/99**

## **AGENDA**

### **San Francisco HIV Prevention Planning Council Membership Committee**

**Thursday, December 2, 1999**

**11:00 - 1:00 PM**

**HIV Prevention Section Office  
25 Van Ness Avenue, 5<sup>th</sup> Floor  
Conference Room  
San Francisco**

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1. Introductions, Check-in and Announcements
2. Restructuring Issues
  - A. How to assure PIR
  - B. Recommended size of the HPPC
  - C. Other issues
3. Membership Committee Tasks:
  - A. Process for next (HPPC) Recruitment Cycle
  - B. Next Membership Committee Makeup: size, expertise, etc.
  - C. Revision of the Nomination Form
  - D. Next HPPC Retreat- preliminary discussion
4. Date, Time, Items for the next meeting

*NOTE: All meetings are open to the public and are held in handicapped accessible facilities.*



# HIV PREVENTION PLANNING COUNCIL Membership Committee Meeting

Thurs, Feb. 3, 2000  
11:AM to 1:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
Room 330A

Please read and bring: Agenda

Draft of HPPC Application

Summary of Council Composition

All Items Include Public Comment

Elect Co-chair for 2000	Possible Vote	
Discuss work for 2000	Possible Vote	
Look at current council composition	Possible Vote	
Discuss new application and creating application packet	Possible Vote	
Discuss surveying current members to get their expertise	Possible Vote	

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**February 3, 2000**

**Members present:**

Al Cunningham  
Janetta Johnson  
Lyn Fischer-Ponce  
Maria Rinaldi  
John Blake West  
A. Toni Young

**Members absent:**

Jorge Ortiz  
Father River Sims

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**Support Staff present:**

Kweli Simone Ferguson, *Polaris R and D*  
Kate MacLaughlin, *HIV Prevention Section*  
Kevin Roe, *Process Evaluation*

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**Call to order: 11 AM**

**I. INTRODUCTIONS, CHECK-IN, AND ANNOUNCEMENTS**

- Kate will not be returning to the Membership Committee after today's meeting. The next HPPC meeting will mark her last day of employment with the San Francisco Department of Public Health, HIV Prevention section.

**II. ELECT CHAIR FOR 2000**

Al Cunningham was nominated and accepted the position as Co-Chair for the Membership Committee with the support of both John Blake West and Lyn Fisher-Ponce. Kevin suggested that should the responsibilities of Co-Chair become too great for the new member, the option of electing a second Co-Chair is available.

**III. DISCUSS WORK FOR 2000**

Toni announced that since the work of the Planning Council focuses on the Guidance and the Cooperative Agreement, recruitment will consist of total community representation. An HPPC Co-Chair will always serve as a member of the Membership Committee in the future.

February Membership Committee tasks include:

- an announcement to recruit at-large members to the Steering Committee;
- a recommendation to the Council that all members be involved in the new member recruitment process (recruitment begins in March);
- submitting the new member recruitment packet to the Council for comments and approval. Approval is necessary since it provides a framework for the bylaws.
- revising the new member application to possibly use for the next recruitment cycle.

Kate distributed copies of the Member Selection Policy and Procedures that members reviewed

towards the end of the 1999 term. The packet outlines policy for:

1. Composition
2. Member Recruitment and Selection Schedule
3. Application and Recruitment
4. Review and Selection of Applicants
5. Selection Committee composition
6. Appointment
7. Orientation/Training

Members reviewed the packet in order to make recommendations before it is submitted to the Council at the February HPPC meeting. Toni suggested the Committee further define the timeline featured in the packet and include what is needed from technical support.

Members asked that the section regarding the required number of members be revisited. Kevin reported that the bylaws state that the Council can not have any more than 37 members on the Council. It does not; however, specify that the Council is prohibited from having fewer members. It is possible to have fewer than 37 members as long as the Council is balanced based upon the required criteria for Council membership.

Since the bylaws do not specify a cut-off number, María suggested the Membership Committee recommend a number. The Membership Committee should also define what is meant by a government-affiliated member. It is usually assumed that a government-affiliated member is an employee of the Department of Public Health. John stated that a government-affiliated member could have association with state government, county, and the school district. A non-affiliated member is defined as an individual who is employed with an organization that does not receive DPH funding.

Members discussed the dilemma between self-identification and actual identification regarding the expertise members bring to the HPPC. Al suggested that the Membership Committee request members to identify the categories they fill at the next meeting. This way Membership Committee members can better identify the gaps in Council membership.

Members reviewed the application and recommended that the inconsistencies within the grids be resolved. There needs to be the same information for both new and current members. Members accepted the draft of the new member recruitment packet. John suggested that the Council be notified that the selection policy would be useful for the 2001 cycle since the Council may not approve it in time for the recruitment cycle that begins in March. Lyn recommended that the packet be included with the materials mailed to each member prior to the next Council meeting. Members would come to the next meeting with feedback ready. Al added that an announcement would be made to have all suggestions in to the Membership Committee by a set date to be determined later.

#### **IV. DISCUSS NEW APPLICATION AND CREATING APPLICATION PACKET**

Members reviewed the draft of the new member application submitted by Kate. Kate explained that within the application there is a definition of expertise in order for potential members to match their expertise to the categories the Committee is seeking to fill.

Members had mixed feelings as to whether AIDS treatment constitutes expertise within the field of HIV/AIDS prevention. John stated that the Committee ought to be cautious about requesting that information from potential members. There is a real difference between knowledge and actual experience. Potential members may not want to divulge the information. Lyn suggested



that section be completely removed from the application since it was a question that was never asked before. Maria added that the focus of expertise should not be on HIV/AIDS treatment but rather if a potential member has experience in community planning. She added that potential members should be asked the most basic questions on the application form and the more specific questions formatted into a survey and requested of the new members at a later date.

Kate responded that the question regarding AIDS treatment or knowledge thereof was added in order to determine what more needs to be considered other than the boxes potential members check to label themselves. Maria suggested that the question be focused and to the point if additional information is what the Committee is seeking. She asked that a question be added to the category section of the application that asks whether the boxes they are checking are synonymous with representing the interests of the categories marked.

Members discussed a possible mechanism that ensures that members have the support of their employers. Maria stated that it is intrusive of Council members to contact the employers of recruits to determine their support. However, Al stated that employer support for HPPC members should not influence the representation Council members bring to the table. He recommended a section be added to the application that clearly states that potential members will not represent their agencies as members of the Council. No position on the Council should be undermined by the agencies members represent.

John reported some of the current gaps on the Council:

- MTF transgender
- HIV positives
- School District representation
- Racial/Ethnic distribution
- an HIV positive woman

Kevin suggested that many of the demographic and representative questions could be asked during the member interviews. New members would be aware of the categories they would represent from the very beginning. Potential members would be trained on what both representation and expertise means during the recruitment process.

Al added that the recruitment process include outreach to orient members to what the HPPC represents as well as to get people interested in the work.

## **V. NEXT STEPS**

Membership Committee meetings are held the first Thursday of every month. The next regularly set meeting is scheduled for March 2<sup>nd</sup> from 11 AM to 1 PM at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by K. Simone Ferguson, Polaris R and D

Minutes reviewed by Al Cunningham, Chair and Kate MacLaughlin, HIV Prevention Section



# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

Thurs, March 2, 2000  
11:AM to 1:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
Room 330A

*Please read and bring:* Agenda

Draft of HPPC Application

All Items Include Public Comment

		Outcome:
Check-in / Announcements		
Update Selection & Recruitment Schedule	Possible Vote	
Discuss Tasks for March, April, May	Possible Vote	
Outreach Activities/ Recruitment Announcement	Possible Vote	
Restructuring Presentation	Possible Vote	
Proposed Changes to New Application & Packet	Possible Vote	

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**March 2, 2000**

**Members present:**

Al Cunningham  
Janetta Johnson  
Jorge Ortiz  
Lyn Fischer-Ponce  
Maria Rinaldi  
John Blake West  
A. Toni Young

**Members absent:**

Father River Sims

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**Support Staff present:**

Kweli Simone Ferguson, *Polaris R and D*  
GiGi Gregory, *HIV Prevention Section*  
Kevin Roe, *Process Evaluation*

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Call to order: 11 AM

**I. CHECK-IN, ANNOUNCEMENTS**

- ✓✓Members discussed their various projects associated with HIV prevention and intervention services. Al returned from the 2000 National Conference on AIDS and is hoping to incorporate what he learned there with the work of the HPPC. Janetta is currently writing a grant proposal to conduct outreach within the transgender community.
- ✓✓Lyn announced that co-worker, Hank Tavera, recently passed away.
- ✓✓GiGi distributed flyers announcing the Special Action Population Team networking forum, "Share Your Expertise" meeting on Friday, March 31, 2000 from 9 AM to 1:30 PM at the Rose Resnick Lighthouse at 214 Van Ness Avenue.

**II. UPDATE SELECTION AND RECRUITMENT SCHEDULE**

This item was tabled until the end of the meeting.

**III. DISCUSS TASKS FOR MARCH, APRIL, AND MAY**

This item was tabled until the end of the meeting.

**IV. OUTREACH ACTIVITIES/RECRUITMENT ANOUNCMENT**

This item was tabled until the end of the meeting.

**V. RESTRUCTURING PRESENTATION**

This item was tabled until the end of the meeting.

## **VI. PROPOSED CHANGES TO NEW APPLICATION PACKET**

GiGi distributed copies of the current HPPC brochure and application form. Members reviewed both documents to determine the necessity of each. Members agreed to keep the brochure in order to disseminate at HPPC sponsored events as well as to include with the application forms. Members were asked to review the document, make any necessary changes, and return them to GiGi. GiGi explained that once the changes have been returned, Reproduction would need a week to finish the brochure.

Members agreed to adopt the cover page created by Kate for the application form with the following recommendations:

- ?? More overall specificity especially when discussing conducting a gap analysis (underneath The Work Of The HPPC heading) since the average reader may not be familiar with the concept.
- ?? The return address for completed applications (underneath the Application Process heading) will have a specific person to send attention to.
- ?? Increase the font within the Application Process section.
- ?? Include that the final decision for selection lies with the Director of the Department of Public Health.

Members reviewed both the draft of the new application form, the current nomination form, and a summary of members suggested changes to the Draft Membership Application form that GiGi distributed. Members agreed that the space indicating the nominees' name, address, e-mail, and level of time commitment be taken from the old form and replaced on the new form.

Members continued to discuss the meaning of expertise versus experience. Al noted that full inclusivity demands that the section in which nominees check boxes next to a list of issues and populations be such that it is understood by anyone who would choose to be a member of the HPPC. Some members felt the word "expertise" connotes a meaning that is associated with having a professional degree. Others felt that potential members should not only have "experience" with the populations they select but also be representative of those populations. John suggested the word "identify" be used instead of "represent". Toni added that the Council first seeks to select members of the community affected by HIV and then asks what type of experience a potential member has within that community.

María suggested the Committee consider what the Council defines as representation. GiGi distributed copies of the bylaws outlining Council membership. Members agreed to add to the section detailing the populations and issues nominees check to explain their experience in the draft, with the representation defined in the bylaws. Kevin suggested that should nominees have the type of experience not captured by the representation defined in the bylaws, there be a section titled "other" in which nominees have the opportunity to further explain their experience. He added that a line could be inserted stating that expertise does not mean a degree. María suggested that another way to simplify the meaning of this section would be to ask nominees how they see themselves in terms of the field of HIV prevention.

Members agreed to adopt the draft of the application with the following recommendations:

- zzzChange the title of the "Expertise" section to the "Expertise/Experience" section.
- zzzThe text within the "Expertise/Experience" section should read: The following categories include factors that can affect HIV infection, as well as groups that might be at particularly high risk for infection. Please check the box next to any issue or populations with which you have experience or identify with.

- ✓✓The boxes to check will remain as they are but also include the representation as defined in the HPPC bylaws.
- ✓✓The last two pages of the draft application will be removed; however, nominees will be asked to attach a cover letter, a resume, or biographical sketch that provides additional background information – limited to two pages.
- ✓✓All references to the AIDS Office should be removed and replaced with the HIV Prevention Section of the Department of Public Health.
- ✓✓Anywhere a date is mentioned on the application form will be left blank until further notice.

GiGi reported that it is not necessary that the Council vote upon the application but that it would be completed by the next HPPC meeting in order to distribute at the Council meeting.

## **VII. NEXT STEPS**

The next regularly scheduled meeting will be held April 6<sup>th</sup> from 11 AM to 1 PM at the HIV Prevention Section of the Department of Public Health at 25 Van Ness on the 5<sup>th</sup> floor.

Minutes written by K.Simone Ferguson, Polaris R and D  
Minutes reviewed by GiGi Gregory, HIV Prevention Section





# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, April 6, 2000**

**11:AM to 1:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**5<sup>TH</sup> Floor Conference Room**

*Please read and bring:* Agenda

Interview Questions

Names of community members for the Selection Process

**All Items Include Public Comment**

Check-in / Announcements	11 AM-11:15AM	
Update Selection & Recruitment Schedule	11:15AM -11:30AM	Possible Vote
Recruitment of 2 community members	11:30AM- 11:45AM	Possible Vote
Leadership Election	11:45 AM- noon	Possible Vote
Membership Orientation packet-Harder & Co.	Noon- 12:30 PM	
Development of Interview Questions	12:30 PM-12:45PM	Possible Vote
Summary of Applications received so far	12:45PM-12:55PM	
Agenda for next meeting	12:55PM- 1:00PM	Possible Vote

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## HIV PREVENTION PLANNING COUNCIL

### Membership Committee

Minutes of Meeting

April 6, 2000

#### Members present:

Al Cunningham  
Janetta Johnson  
Lyn Fischer-Ponce  
Maria Rinaldi  
Father River Sims  
John Blake West  
A. Toni Young

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#### Members absent:

Jorge Ortiz

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#### Support Staff present:

Dara Coan, *Harder + Co.*  
Kweli Simone Ferguson, *Polaris R and D*  
GiGi Gregory, *HIV Prevention Section*  
Lisa Reyes, *HIV Prevention Section*  
Kevin Roe, *Process Evaluation*

#### Guests:

Michael Discipola, *HPPC Co-Chair*  
Betty Chan Lew, *HIV Prevention Section*  
Tracey Packer, *HIV Prevention Section*

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Call to order: 11 AM

#### I. INTRODUCTIONS, CHECK-IN, AND ANNOUNCEMENTS

- GiGi reported that Jorge called to say he would be unable to attend this meeting due to a doctor's appointment.
- Michael Discipola announced that he would continue to attend Membership Committee meetings as temporary Co-Chair representative in place of Toni Young who has resigned.
- Toni reported that she has recently been appointed as a delegate for the Democratic Convention.
- Tracey stated that her attendance at Membership Committee meetings is simply to provide support and information.
- Transcending has scheduled a special meeting, "How Do I Get Paid - Job Opportunities for the Trans Community", beginning at 6 PM at the City of Refuge, 1025 Howard Street in San Francisco on April 14th.

#### II. UPDATE SELECTION AND RECRUITMENT SCHEDULE

GiGi distributed copies of the revised draft of the Recruitment and Selection Committee (See attachment). Interviews of new members are scheduled for the week of April 24th. Toni addressed whether the amount of time would be respectful of the process. She asked the Committee to consider what kind of support would be needed for both the interview panel as well as the candidates. Will food, beverages, and breaks be provided? How much time should be devoted to the interview process?

Members agreed that food and beverages would be provided. However, Lyn recommended the Committee address problems as they arise. Kevin added that should the Committee choose to follow the timeline and conduct interviews on April 24th, there would have be another meeting to select applications and organize interviews since the next regularly set meeting isn't scheduled until May 4th.

GiGi reported that the HPPC membership list includes 21 people excluding Toni and including Nancy Pollard. The potential number for new candidates is 16 people.

Toni added that recruitment for the selection committee also be seriously considered to focus on those who can commit. She asked whether applications had been sent to every other Health Department aside from SFDPH since it may broaden the pool of applicants of people who live in the city but work for health departments in other regions.

John asked whether the pool of applicants contained applicants who were carried over from the last cycle. Betty explained that she had revived the applications from the last cycle and discovered that although they were included in the second tier of candidates, they were still eligible for membership for up to six months after the cycle.

Last Year the Membership Committee agreed to one recruitment cycle per year. Since there are no longer two recruitment cycles, the last recruitment cycle was more than six months ago. members agreed that the candidates carried over from the last cycle would have to receive new applications.

HPPC demographics reveal that there are three current Council members whose terms will expire by July 1st. Carla Clynes is interested in renewing her term. The status of both Mazdak Mazarei and Melinda Martin have yet to be determined. GiGi asked whether these three would be eligible for an automatic renewal or would they be included in the pool of applicants. John reported that protocol requires members whose terms are soon to expire must submit a Letter of Intent in order to remain on the Council. The letter is due by 5 PM, April 14th.

Members agreed to set an additional meeting to review applications and schedule interviews since the application deadline is set for April 14th. The Membership Application Selection Committee will meet Monday, April 17th from 10:30 AM to 1 PM.

### **III. RECRUITMENT OF 2 COMMUNITY MEMBERS**

Members agreed two community members be invited to join the Membership Application Selection Committee. Al nominated Ken Jones, an African American man and Director of the STOP AIDS project. That nomination was seconded. John nominated Hank Wilson of ACT UP GoldenGate. That nomination was also seconded. Lyn suggested asking an African American woman should one of the aforementioned be unable to commit the time.

#### **IV. LEADERSHIP ELECTION**

Al announced he would like to serve as a Co-Chair of the Committee. Toni added that a partnership would serve the Committee best considering the amount of work the Membership Committee has to do this year.

Kevin recommended the Co-Chairs decide how their tasks will be divided. The Membership Committee representative must remain consistent when attending Steering Committee meetings.

Lyn Fischer-Ponce said she is now interested in being a Co-Chair. Janetta said that although she had expressed interest in being a Co-Chair, she is not able to do so.

Lyn and Al were chosen as Co-Chairs by consensus.

Al is also a candidate for a Member-At-Large position. If elected, he can attend the Steering Committee as Membership Committee Co-Chair.

#### **V. MEMBERSHIP ORIENTATION PACKET - HARDER AND CO.**

The Membership Orientation packet was originally developed by Harder + Co. Dara distributed a list of questions pertaining to the manual (See attachment). Development of the manual is important since the CDC Guidance states that members must be effectively trained.

She asked whether two or three Membership Committee members would be interested in working off-line with Technical Support to give input and feedback during the development of the manual and be responsible for updating the Membership Committee and the Council as needed. Janetta and Al volunteered to participate. GiGi should also be involved as staff.

John added that the ability to schedule an effective orientation depends on a timely notification. In the past three years, no more than 50% of candidates attended the orientation meeting. The amount of information has not only been overwhelming but dull.

Dara stated that in her opinion a successful orientation would be no less than six hours. She suggested the orientation meetings be divided into a series. Kevin reported that the two-month provisional period assigned to each new member was originally designed to participate in a series of orientations. He suggested the Committee consider making orientation meetings mandatory. Should a candidate be unable to commit the time, they would be removed from the list. Dara added that the Committee could also offer repeat orientation if candidates are unable to attend the first date.

GiGi distributed copies of the Draft Selection Letter and suggested that orientation dates and a biographical sketch be added to it. Michael Discipola agreed that it would be a good idea to include the dates within the letter and that a Co-Chair join the off-line Committee to update the orientation manual along with Janetta and Al. Al, Janetta, Dara, and one of the Co-Chairs will discuss meeting times and inform GiGi of their timeline.

Kevin asked that the Selection Letter be revised to reflect that members will serve a 26 month term instead of an 18 month term as it is currently written in the letter. Lyn added that questions and concerns regarding the Selection Letter would be addressed at the April 17th meeting.

## **VI. DEVELOPMENT OF INTERVIEW QUESTIONS**

GiGi submitted a draft of interview questions and Letter of Commitment directed to potential members (See attachment). She asked the Committee to consider what information they wanted to receive from the interview. Members listed:

1. Time commitment including meetings (council and committees), readings, and assignments.
2. Availability of mandatory orientation, approximately six hours.
3. What is your personal goal for participating as a member of the HPPC? (Q.1 revised)
4. What categories are you willing to publicly represent on the council? Could you share with us your understanding of the community planning process? Based on the categories you wish to represent - what does representation mean to you? (Q.2 revised)
5. How would you balance that representation with your commitment to prevention planning to the city and county of San Francisco?

Kevin suggested both old and new members sign the Letter of Commitment. He also asked that members begin the process by writing down who they represent and publicly wish to represent as an HPPC Council member.

## **VII. SUMMARY OF APPLICATIONS RECEIVED**

GiGi reported the list of applications received up to date. Members were asked to report any gaps:

- Youth
- Youth of color
- Native Americans
- an HIV + woman
- Asian/ Pacific Islanders

Toni recommended the Committee determine the possibility of meeting with a group of youth instead of having one representative since this group is so difficult to reach. Maria added that it may be against the bylaws to have a group of youths fill one seat.

## **VIII. NEXT STEPS**

Membership Committee meetings are held the first Thursday of every month. The next regular meeting is scheduled for May 4th from 11 AM to 1 PM at 25 Van Ness, 5<sup>th</sup> Floor.

The agenda will include:

- Orientation
- Status of recruitment cycle



# Membership Committee Meeting

HIV PREVENTION PLANNING  
COUNCIL

Monday, April 17, 2000

10:30AM to 1:00 PM

HIV Prevention Section

25 Van Ness Ave, S. F.

Room 330 B

*Please read and bring: Agenda*

**All Items Include Public Comment**

- |  |      |                      |
|--|------|----------------------|
| 1. Discussion of Orientation Manual              | Vote | 10:30-11:00 A.M.     |
| 2. Review of Membership applications<br>received | Vote | 11:00 A.M.-1:00 P.M. |

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**Monday, April 17, 2000**  
**10 A.M.- 2 PM**

**Members present:**

Al Cunningham  
Lyn Fischer-Ponce  
John Blake West  
River Sims  
Michael Discepolo  
Maria Rinaldi

**Members absent:**

Jorge Ortiz  
Janetta Johnson

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**Support Staff present:**

*Gigi Gregory, HIV Prevention Section*  
*Kevin Roe, Community Health Studies Group*  
*Betty Chan Lew, HIV Prevention Section*

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The committee met to make plans for orientation of new members and to review applications.

**ORIENTATION**

The Committee reached consensus on the following:

1. Orientation will be 12 hours over 2 months.
2. The first hour will be part of the June 8<sup>th</sup> Council meeting. Goals are to welcome new members to the Council, introduce new members to the Council, and provide a basic orientation to community planning which will be good for all members.
3. The CDC video will be shown. Either a co-chair or a Membership Committee member will lead a S.F.-specific talk of 5-10 minutes.
4. Reminder calls for the June 8<sup>th</sup> meeting should be made to stress the importance of old members attending the meeting.
5. Orientation sessions are required of new members. Provisional members must attend the sessions as well as for evaluation purposes. Make-up sessions should be scheduled for more than one new member—i.e. a group session.
6. The orientation manual and orientation session plan was approved with minor revisions suggested to Dara.
7. Each orientation session should have at least one co-chair in attendance.
8. The orientation dates will be set as soon as possible, ideally before the interviews start.
9. It would be beneficial to tape the Orientation sessions. The tapes could be used for make-up sessions as well as for evaluation purposes. Betty will contact the media department about the availability of a video camera.
10. The sessions will be in the late afternoon and be 3-4 hours long. The use of an interactive methodology will prevent it from being too much.

## **APPLICATIONS**

The Committee reviewed the applications and the gaps in membership.

There are currently 3 African American members (with one member leaving)

0 API members (with one member leaving)

4 HIV positive members

1 young member

0 transgender female to male members

1 Native American member

Regarding the 4 major categories, there is a need for non-affiliated members.

There are currently : 9 government rep.s

5 technical experts

11 non-government agency reps.

8 CBO staff persons

The Committee accepted Carla and Mazdak for a second term by consensus.

Without Melinda Martin and Toni Young, there are currently 21 HPPC members. The Committee could select up to 16 new members to sit on the Council.

The Committee went through the applications. Applicants who are unaffiliated were separated out. Regarding the major categories: most of the activists and concerned people are related to the field. But they are not really representing their CBO at the table. Can they sit on the Council and represent a different category? It might be beneficial to consult Mike Shriver or Tomás on this.

## **NEXT STEPS:**

1. Another meeting was scheduled to review the applications again. The meeting was set for the next day: Tuesday, April 18<sup>th</sup> from 9:30 to noon.
2. Membership Committee meetings are held the first Thursday of every month.  
The next regularly set meeting is scheduled for Thursday, May 4<sup>th</sup> from 11 AM to 1 PM at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by Gigi Gregory, HIV Prevention Section Staff

Minutes reviewed by Al Cunningham and Lyn Fischer-Ponce

# Special Membership Committee Meeting

HIV PREVENTION PLANNING  
COUNCIL

Tuesday, April 18, 2000  
9:30AM to 12:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.

Room 330 A

Please read and bring: Agenda

## All Items Include Public Comment

1. Review of Membership applications	Vote	9:30 – 11:45 A.M.
3. Finalize interview questions, select interview dates	Vote	11:45 – 11:55 A.M.
4. Draft Selection letter	Vote	11:55 – 12:00 P.M.

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**April 18, 2000**  
**9:30 A.M.- NOON**

**Members present:**

Al Cunningham  
Lyn Fischer-Ponce  
John Blake West  
River Sims  
Michael Discepola

**Members absent:**

Jorge Ortiz  
Janetta Johnson  
Maria Rinaldi

**Support Staff present:**

*Gigi Gregory HIV Prevention Section*

**Guests:**

Lisa Reyes HIV Prevention Section  
Tracey Packer HIV Prevention Section

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**Application Review**

The Membership Committee met to review applications. There were 40 applications received. 2 persons withdrew. There were 38 applications to review. There are up to 16 slots available.

The Committee went through the applications one by one and discussed each one. Selection criteria included applicants who could fill the gaps identified at the April 17<sup>th</sup> meeting. 22 applicants were selected to be interviewed. They are:

1. Erick Brown
2. Teresa Betancourt
3. Jo Ellen Fischer
4. Yvette Flunder
5. Ed Gallagher
6. Steve Gibson
7. Paul Gresham
8. Charles Harris
9. Jason Robert Kitching
10. John Claude Koury
11. Edward Sung Lee
12. La Mirdred Mackabee-Anderson
13. Michael Meehan
14. Lydia Sigo
15. Toho Soma
16. Tae-Wol Stanley
17. Rebeka Wawyrzduk
18. Robert Gomez
19. Gwendolyn smith
20. Deborah Oliver
21. Whitney Dotson
22. Rheena Yanson

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**Interview Times**

1. Monday, April 24<sup>th</sup> 10 AM- 2 PM 5<sup>th</sup> Floor
2. Tuesday May 2 from 3- 7 PM in Room 330B
3. Thursday, May 4<sup>th</sup> 1:30-5:30 PM on the 8<sup>th</sup> floor

Minutes written by Gigi Gregory, HIV Prevention Section Staff

Minutes reviewed by Lyn Fischer-Ponce and Al Cunningham

HIV Prevention Planning Council (HPPC)  
Membership Committee  
Interview and Member Selection Schedule

*Notice*

HPPC Membership Committee Interview Schedule- Spring 2000

Monday April 24<sup>th</sup> 10 AM- 2 PM 25 Van Ness 5<sup>th</sup> Floor Conference Room  
Tuesday May 2<sup>nd</sup> 3 PM- 7 PM 25 Van Ness 330B  
Thursday May 4<sup>th</sup> 1:30 PM - 5:30 PM 25 Van Ness 8<sup>th</sup> Floor Commissioners' Room

Selection Committee Meeting

Monday May 8<sup>th</sup> 10 AM- 12 NOON (or 12 - 2) 5<sup>th</sup> floor Conference Room 25 Van Ness

Note: All meetings are open to the public and are  
Held in handicapped accessible facilities

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**Monday, April 24, 2006**

**Members present:**

Al Cunningham  
Lyn Fischer-Ponce  
Maria Rinaldi  
John Blake West

**Members absent:**

Jorge Ortiz  
Father River Sims  
Janetta Johnson

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**Support Staff present:**

Steven Tierney, *HIV Prevention Section Director*  
Gigi Gregory *HIV Prevention Section*

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**Call to order: 10 AM**

The Membership Committee conducted half an hour interviews at a special meeting held from 10 AM to 2PM. The following applicants to the HIV Prevention Planning Council were interviewed:

1. Erick Brown
2. Gwendolyn Smith
3. Steven Gibson
4. Teresa Betancourt
5. Ed Gallagher
6. Michael Meehan

An interview had been scheduled with Paul Gresham, but he did not appear.

Each Committee member rated the answers of each applicant on a scoring sheet. These sheets were retained on file in the HIV Prevention Section files.

**NEXT STEPS**

1. Two more interview sessions are set for Tuesday May 2 from 3- 7 PM in Room 330B and Thursday, May 4<sup>th</sup> 1:30-5:30 PM on the 8<sup>th</sup> floor
2. Membership Committee meetings are held the first Thursday of every month.  
The next regularly set meeting is scheduled for Thursday, May 4<sup>th</sup> from 11 AM to 1 PM at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by Gigi Gregory, HIV Prevention Section Staff  
Minutes reviewed by Al Cunningham, Lyn Fischer-Ponce



**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
**Tuesday, May 2, 2000**  
**3 PM to 7 PM**

**Members present:**

Al Cunningham  
John Blake West  
Father River Sims  
Janetta Johnson

**Members absent:**

Jorge Ortiz  
Lyn Fischer-Ponce  
Maria Rinaldi

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**Support Staff present:**

*Steven Tierney, HIV Prevention Section Director*  
*Gigi Gregory, HIV Prevention Section*

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The Membership Committee conducted half an hour interviews at a special meeting held from 3 PM to 7 PM. The following applicants to the HIV Prevention Planning Council were interviewed:

1. JeanClaude Koury
2. Edd Sung Lee
3. Deborah Oliver
4. Toho Soma
5. Yvette Flunder
6. Paul Gresham

Each Committee member rated the answers of each applicant on a scoring sheet. These sheets were retained on file in the HIV Prevention Section files.

**NEXT STEPS:**

1. One more interview session is planned: Thursday, May 4<sup>th</sup> 1:30-5:30 PM on the 8<sup>th</sup> floor.
2. The Selection Committee meets Monday, May 8<sup>th</sup> from 10 AM to Noon.
3. Membership Committee meetings are held the first Thursday of every month.  
The next monthly meeting is scheduled for Thursday, May 4<sup>th</sup> from 11 AM to 1 PM at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by Gigi Gregory, HIV Prevention Section Staff  
Minutes reviewed by Co-Chairs, Al Cunningham and Lyn Fischer-Ponce



# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, May 4<sup>th</sup>, 2000**  
**11:AM to 1:00 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**5<sup>TH</sup> Floor Conference Room**

*Please read and bring:* Agenda

Names of community members for the Selection Process

### All Items Include Public Comment

Check-in / Announcements	11 AM-11:10AM	
Review Interviews & discuss Process	11:10AM -11:30AM	Possible Vote
Recruitment of 2 community members	11:30AM- 11:50AM	Possible Vote
Approve Selection letter	11:40 AM- 11:50 AM	Possible Vote
Orientation 1-Review Table of contents	11:50 AM-12:20PM	
2-Finalize orientation dates		
3- Decide who leads what part of orientation		Possible Votes
Representation Boxes & Representaion Issues	12:20 PM- 12:55 PM	Possible Vote
Agenda for next meeting	12:55PM- 1:00PM	Possible Vote

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee Interviews**  
Minutes  
**Thursday, May 4, 2000**  
**1:30- 5:30 PM**

**Members present:**

Al Cunningham  
Father River Sims  
Maria Rinaldi  
Lyn Fischer-Ponce

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**Co-Chairs** Michael Discepola  
Steven Tierney, HIV Prevention Section Director

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**Support Staff present:**

*Gigi Gregory, HIV Prevention Section*

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The Membership Committee conducted half an hour interviews at a special meeting held from 1:30 PM –5:30 PM. The following applicants to the HIV Prevention Planning Council were interviewed:

1. JoEllen Fisher
2. Robert Gomez

Each Committee member rated the answers of each applicant on a scoring sheet. These sheets were retained on file in the HIV Prevention Section files.

**NEXT STEPS:**

1. One more interview session is planned: Thursday, May 4<sup>th</sup> 1:30-5:30 PM on the 8<sup>th</sup> floor.
2. The Selection Committee meets Monday, May 8<sup>th</sup> from 10 AM to Noon.
3. Membership Committee meetings are held the first Thursday of every month.  
The next monthly meeting is scheduled for Thursday, May 4<sup>th</sup> from 11 AM to 1 PM  
at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by Gigi Gregory, HIV Prevention Section Staff  
Minutes reviewed by Co-Chairs, Al Cunningham and Lyn Fischer-Ponce





**HIV PREVENTION PLANNING COUNCIL**

**Membership Committee**

Selection Committee Minutes

**Thursday, May 8, 2000**

**10 AM-12 NOON**

**Members present:**

Al Cunningham  
John Blake West  
Father River Sims  
Maria Rinaldi  
Lyn Fischer-Ponce

**Co-Chairs** Michael Discepola

Steven Tierney, HIV Prevention Section Director

**Support Staff present:**

*Gigi Gregory, HIV Prevention Section*  
*Lisa Reyes, HIV Prevention Section*  
*Brian Dobrow, HIV Prevention Section*

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The Membership Committee met to review the 20 applicants who were interviewed.  
16 persons were selected. They are:

**NEXT STEPS:**

Membership Committee meetings are held the first Thursday of every month.

The next monthly meeting is scheduled for Thursday, May 4<sup>th</sup> from 11 AM to 1 PM  
at 25 Van Ness, 5<sup>th</sup> Floor.

Minutes written by Gigi Gregory, HIV Prevention Section Staff

Minutes reviewed by Co-Chairs, Al Cunningham and Lyn Fischer-Ponce



# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, June 1st, 2000**

**11:AM to 1:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**5<sup>TH</sup> Floor Conference Room**

*Please read and bring:* Agenda

### All Items Include Public Comment

Check-in / Announcements/Approve minutes	11:00 AM-11:10AM	Vote
Discuss Orientation Plans and Manual	11:10AM -11:50AM	Possible Vote
Discuss Representaton Issues	11:50AM- 12:15PM	Possible Vote
Issues, Presentations to Steering Committee & Council	12:15 PM - 12:30 PM	Possible Vote
Evaluation of, Changes to Selection Process	12:30 PM- 12:45 PM	Possible Vote
Bios	12:45 AM -12:55 PM	Possible Votes
Agenda for next meeting	12:55PM- 1:00PM	Possible Vote

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**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
June 1, 2000

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**Members present:**

Al Cunningham  
Janetta Johnson  
John Blake West  
Gigi Gregory

**Members Absent:**

Lyn Fischer-Ponce  
Jorge Ortiz  
Maria Rinaldi  
Father River Sims

**Support Staff Present:**

Dara Coan, *Harder & Co.*  
Kevin Roe, *Process Eval.*  
Steven Tierney, *DPH Co-Chair*  
Amani Flood, *Polaris R & D*

**Guests:**

None

The meeting was called to order at 11:15 A.M.

**1. Check-In / Announcements / Approve Minutes**

Gigi announced that Lyn won't be attending this meeting. Al announced that he will be very busy in the upcoming days. Amani is the new recording secretary from Polaris Research and Development.

There was no quorum present, therefore no votes will be held. Steven was attending the meeting by proxy for Maria. The minutes can be approved by consensus.

**2. Discuss Orientation Plans and Manual**

**A. Orientation Manual** - Dara asked members for feedback on the draft of the new HPPC Orientation Manual and if they thought that anything was missing or superfluous. The Steering Committee section has been separated out. The manual is a general overview and members will get more information at the orientation sessions.

Al said he wants to revisit the issue of representation vs. PIR and wants to add information to the manual about representation. Steven suggested wording such as: "The interpretation of this principle is an ongoing priority of the HPPC." The members agreed with Steven's suggestion and the proposed wording will be added to the section on PIR.

Al asked does a member need to publicly, actively confirm or express the groups which they identify with. John said representation also involves reflecting the needs or the values of the group they represent. Kevin said he doesn't think the Council has dealt with the representation issue and cannot add it to the manual until after members have come to some resolution. Steven clarified that the issue has been dealt with, but is an ongoing topic.

Gigi said a member may want to represent a certain community which may be different from how they are identified. Dara's suggestion to include it as part of the new member orientation is a good one. Kevin said the way the question is laid out may get the group to think about the issue.

Dara said the representation section can be very long and involved, and wants to know if there are salient points which have been left out. Gigi suggested including the issue of gaps in representation. Dara intentionally left that out because she believes it is too

**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
June 1, 2000

sensitive an issue and Steven agreed it should be left out until the Council resolves it. Gigi said members should know that they were selected to fill a certain gap on the Council. John and Al pointed out that representation was discussed during the new member interviews. Four questions dealt with that topic on the application.

The committee unanimously agreed that the manual is an excellent job done by Dara.

**B. Orientation Plans** - All members present agreed by consensus to be listed as informational contacts for new members. Jorge, River and Maria will be asked if they object to being contacts.

Different evaluation forms for the new members will be used. Al disagreed believing there are many opportunities for new members to voice their issues and questions.

The co-chairs will address the CDC video and San Francisco. Some issues have previously been determined including 1) San Francisco is a directly funded entity; 2) the various target populations; 3) San Francisco is a county and a city; and 4) the characteristics of the epidemic are different in San Francisco than anywhere else.

The video will be shown at the first orientation meeting on June 13<sup>th</sup>. Steven said the new members should be advised to read and investigate the different characteristics of the epidemic in San Francisco as opposed to other major U.S. cities.

**3. Representation Issues** - A handout entitled "Hi virtual work group" was presented. Steven has spent time with the City Attorney discussing HPPC Bylaws and the interpretation rests on their original intent.

The Committee discussed redefining what the Council needs in terms of percentages of representation. We should seek to understand the original intent of the Bylaws and the Standing Rules and what was the will of the Council at that time so the Committee can define new membership parameters, definitions and concepts.

Steven said the Bylaws supercede the Standing Rules and the City Attorney agrees that the Bylaws are incongruent. As they are now written, the parameters overlap.

John stated if the threshold is set too low the Council may not have enough members to be of adequate size and it is difficult to get unaffiliated people to come to meetings. Steven said other cities pay unaffiliated members to attend its HIV prevention council meetings. Gigi said some unaffiliated people at the bottom of the ranked interview list didn't really understand what was going on, although they were willing to serve.

Steven said in the future the Membership Committee can redefine the intent of the Council, which is preferable to continuing to patch requirements together. There is

**HIV PREVENTION PLANNING COUNCIL**  
**Membership Committee**  
Minutes of Meeting  
June 1, 2000

nothing stated about real racial or ethnic goals, these factors depend on the good will of the Selection Committee. He read the current representation categories from the HIV Prevention Plan. As the Membership Committee, he suggests we make a bold policy statement and bring it to the Council for a vote. Al said he is willing to take on the task of resolving this major issue and agrees with the suggestion to take the information being discussed here to the Council. Yet Al doesn't want the Committee's work to be rejected once again by Committee members who are not present at this meeting and may disagree with what is being decided. However John believes that as the Virtual Work Group, the Committee is empowered to set clear goals defining the makeup of the Council.

Gigi asked about the timeline for this project since orientation sessions will be held in June and July and much work still need to be done for them. Kevin said we can spend a portion of each Membership Committee meeting discussing it. The topic shouldn't consume entire meetings. He doesn't believe that the Standing Rules were ever adopted. John and Steven agree they were not. By consensus the Committee agreed to go forward with this plan. Steven will write a letter detailing this problem for the benefit of members not present.

John felt the Committee should discuss how to deal with the issue of there being too many new members. However since recruiting takes place only once a year, the Council can expect attrition. Kevin said the Committee can evaluate the effectiveness of this number of members at the end of the year and members can also observe for six months and then make some comparisons.

Al wanted to discuss Maria's concern about the representation issue being brought to the Council without the full agreement of all Committee members. Gigi suggested we discuss how matters come up at Membership and how they are then brought to the Steering Committee.

Steven said that regarding Al's survey, it was discussed in the Membership Committee meeting, but the members never voted on whether or not it should be taken to the Council. He recalls that the Steering Committee did approve the representation presentation, but believes Al should have been put on the agenda to address the Council as an individual member, not as a representative of the Membership Committee.

Gigi said the Steering Committee did vote to pull the issue out of the Parking Lot for discussion, but may not have been clear what they were voting on. She asked if the Council having difficulty taking leadership from an African-American man could be a factor. Al said he feels like every time he brings an issue up, he encounters opposition.

John suggested that the problem is one of public disclosure and Kevin said obviously HIV positive people would have a problem with disclosure, but we should investigate why they should feel uncomfortable. Steven believes it goes back to the representation



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issue. According to a broad definition Steven could represent young African-American women. He is not an African-American woman, but he has experience working with that group. He has observed other people say they represent communities they work with. Until this issue is clarified, these problems will continue to come up. Al said he believes that the problem also lies with people of color who don't want to necessarily be held to the expectations and stereotypes of the population they belong to.

Steven said the Council should get rid of representation and deal with diversity. That's why he believes new demographic representation guidelines must be set and brought to the Council for discussion. He agrees that there is a major problem with racial/ethnic ownership. Al asked where do people who can't be here get a voice. Kevin said members don't go out and hold town hall meetings with the group they represent. Gigi said that Mike Shriver said that the council should represent, but should not be "representative." Al asked can we completely ignore the guidance of the CDC. John said we are being irresponsible if we don't recognize each member's experience in working with certain groups and therefore try to limit them only to the group to which they belong.

By consensus members agreed that the problem with Al's presentation was one of logistics, and that the Committee should follow the Standing Rules when making presentations to the Council, whether as a Committee or as individuals. Al said it is the responsibility of the facilitator to make sure that things run smoothly, that issues are separated, that votes are taken and recorded, etc.

Steven said there is a style of minutes which reflect what actions were taken at meetings and the outcome, and suggested that we ask the Council to vote on structuring the minutes to conform to this style, and the recording secretary to record the meetings in that way.

#### **4. Changes To The Selection Process**

Gigi reminded the Committee that they had wanted to do some reworking of interview questions 3, 5 and 6. Al said he is not adverse to the possibility of adding something or someone into the process that could contribute to having a broader selection of members. Kevin reminded everyone that Al had been given the go ahead to do the representation exercise at the Council, even by some of those who later dissented.

John said the interviews were very dynamic and constructive and other than refining the questions, he doesn't think anything needs to be changed.

Two other suggestions were having breaks during the interviews and serving the food at beginning (so it won't be so disruptive and so that leftover food from one interview won't be sitting around during the next interview).



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It was discussed how to mesh different evaluations by the selectors and it was suggested that time can be taken out after each interview for comparing notes. Al said all in all he thinks the Committee did a great job.

**5. Bios**

Kevin said regarding the participant profile, he created that tool as a way for people to talk about their role on the Council and also about everything else they do in life. The profile was designed for everyone on the Council to fill out.

John asked if the word "role" should be changed to "assignment"? Kevin will bring the profile to next Council meeting and have everyone return it to him with their evaluation form. Janetta said she would like to have time to take it home and ponder the questions.. Kevin suggested he could e-mail or fax them out and also have it at the meeting. On further suggestion, he agreed that he will put it on the next meeting's agenda, and then hand it out at the July meeting so people will have advance notice and also time to take it home and fill it in. Everyone was in agreement with that plan.

**6. Agenda for Next Meeting**

Al said the agenda for next meeting should include carried over issues from today's meeting, presentations to Steering and Council, and Bios. Also, the Committee should continue with new member orientation plans. Steven said let's change "discuss representation" to "definition of membership criteria," and all agreed.

John said he wonders how the Care Council makes its membership definitions and Steven said we should ask other organizations how they define membership. Kevin also has some membership paperwork that can be reviewed and considered. Al said he has attended meetings where people can just come in, listen and participate, and vote. Steven said he also has attended meetings where the criteria is that participants come to one meeting and vote at the next.

Al ended the meeting by saying thanks Gigi, thanks to everyone and welcome, Amani. He asked members to please give any new ideas for the member orientations to Gigi.

The meeting adjourned at 1:00 p.m.

*Minutes prepared by Amani Flood of Polaris, Research and Development.*  
*Minutes reviewed by Gigi Gregory and Lyn Fischer-Ponce.*



# Membership Committee Meeting

**HIV PREVENTION PLANNING  
COUNCIL**

**Thurs, July 6<sup>th</sup>, 2000  
11:AM to 1:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
5<sup>th</sup> Floor Conference Room**

*Please read and bring: Agenda*

## All Items Include Public Comment

Check-in/Announcements/Approve minutes	11:00 AM-11:10 AM	Vote
Orientation: 1) Make-up Sessions 2)Orientation Sessions 1,2,3. 3) Mentoring 4) Orienting new Membership Committee members 10 minutes each	11:10 AM-11:50 AM	Possible Vote
Decision-Making Loop: process to refer items to Steering committee & report back from Steering	11:50 AM- 12:05 PM	Possible Vote
Presentation to July 13 <sup>th</sup> Council Meeting	12:05 PM – 12:15 PM	Possible Vote
Representation Issues: Subtopics, timeline	12:15 PM – 12:50 PM	Possible Vote
Bios	12:50 AM – 12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM – 1:00PM	Possible Vote

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HIV PREVENTION PLANNING COUNCIL  
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Members Present:	Members Absent:	Support Staff:	Guests:
Lyn Fischer-Ponce	Jorge Ortiz	Steven Tierney, <i>DPH</i>	None
John Blake West	Father River Sims	Kevin Roe, <i>Process Eval.</i>	
Maria Rinaldi		Amani Flood, <i>Polaris R&amp;D</i>	
Al Cunningham			
Gigi Gregory, <i>DPH</i>			
Janetta Johnson			

The meeting convened at 11:15 A.M.

#### Check In/ Announcements/ Approve Minutes

Change in venue: Members are advised that the upcoming full Council meeting, on July 13, 2000, will be held at First Unitarian Church, 1187 Franklin Street (@ Geary).

There was a review and discussion about the previous minutes. A motion to accept the minutes of the meeting held on June 1, 2000, was made, seconded and passed by majority vote.

#### Orientation

Some new members need to attend make-up orientation sessions and discussion took place about the structure of the make-up sessions. Kevin will evaluate the success of having three orientation sessions and he noted that attendance at the second session dropped from attendance at the first session. (One person missed the first session, and six persons missed the second one.) Al moved that the committee provide three one-hour make up sessions and ensure that all new members are contacted and informed of the importance of attending the make-up sessions. John West seconded the motion, the motion carried by majority vote.

A discussion was held on the subject of mentoring. A motion was made to continue to encourage mentoring relationships between new members and seasoned members, and to bring the topic up at the next full Council meeting during the Membership Committee presentation. The motion was seconded and carried by unanimous vote. Janetta suggested having members of the HPPC willing to act as mentors identify themselves and committee members will place a colored dot on their nametags.

#### Decision-Making Loop

A discussion took place on how information and decisions are transferred between the Membership Committee and the Steering Committee. A motion was made to add a standing item to the Membership agenda for Steering Committee updates, and the transfer of both incoming and outgoing information. The motion was seconded and carried by unanimous vote.

#### Presentation to the July 13 Council Meeting

Discussion took place on how and what to present to the Council. It was decided to 1) solicit those willing to mentor, 2) give update on the orientation sessions, stressing the importance of all

new members' attendance, and 3) announce the dates and times of the orientation make-up sessions. This plan was agreed to by consensus.

### **Representation Issues**

As part of the ongoing discussion on representation, there was further discussion including creating a public document showing representation on the Council, (handout: Table 2: Agency/Other Representation.

During the discussion, Parity Inclusion and Representation (PIR) vs. Inclusion, Representation and Parity (IRP) was discussed. It was clarified that the HPPC Council voted for PIR while CDC Guidance discusses IRP. Steven clarified that the CDC guidelines are suggestions, not mandates. He also clarified that Mike Shriver is not an official CDC advisor nor a liaison between the CDC and the HPPC.

Lyn moved to have the Bylaws as an agenda item for the next Membership Meeting to discuss changes. The motion was seconded, and passed by unanimous vote. Other representation issues are:

- 1) Confidentiality/privacy;
2. Meaning of representation
- 3) Gaps in representation
4. Public declaration of Council members' representation
- 5) Mike Shriver's interpretation of representation vs. CDC Guidance

The recording secretary will mail a copy of the Bylaws to every member along with the minutes, so members can familiarize themselves with them before the next meeting.

### **Representation Subtopic: Absenteeism**

There was discussion on member absenteeism. A motion to bring the issue of Jorge Ortiz's absenteeism before the Co-Chairs meeting was made and passed by consensus. Lyn will report to the Co-Chairs and come back to Membership with a plan for dealing with the issue. The members acknowledged that Jorge is dealing with health issues, however they are concerned with the affect of absenteeism on the committee's ability to have a quorum, and also the clarification and fair application of the attendance policy. Maria will call Jorge and talk to him.

### **Bios**

All members have not turned in their bios to Kevin. Any that are not received will not be included in the final report.

### **Agenda for Next Meeting**

The agenda for the next meeting:

- 1) Bylaws,
- 2) New committee members introductions
- 3) Review of the third orientation session
- 4) Discussion of make-up sessions
- 5) Steering Committee Report.

The meeting adjourned at 1:05 p.m.

*Minutes prepared by Amani Flood, Polaris Research and Development.  
Minutes reviewed by Lyn Fischer-Ponce and Gigi Gregory.*

# Membership Committee Meeting

**HIV PREVENTION PLANNING  
COUNCIL**

**Thurs, August 3, 2000**

**11:AM to 1:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**DOCUMENTS DEPT 5<sup>TH</sup> Floor Conference Room**

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*Please read and bring:*

- Agenda
- Draft HPPC Goals and Objectives:  
Review Core Objective #2 & HPPC Objective #3 & Activities
- Current Bylaws, Article III
- Draft Bylaws, Article III

## All Items Include Public Comment

Check-in/Announcements/Approve minutes	11:00 AM—11:10 AM	Vote
Welcome to & Brief Orientation of New Members	11:10 AM—11:25 AM	
Report from Steering	11:25 AM—11:30 AM	Possible Vote
Co-operative Agreement Objectives	11:30 AM—11:45 AM	Possible Vote
Evaluation of Orientation Process / Attendance	11:45 AM—12:00 PM	Possible Vote
Mentorship plans	12:00 PM—12:15 PM	Possible Vote
Representation: Bylaws/Policies & Procedures	12:15 PM—12:45 PM	Possible Vote
Report to Aug. 10 <sup>th</sup> Council Meeting./Report to Steering	12:45 PM—12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM—1:00PM	Possible Vote

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Members Present:	Members Absent:	Support Staff:	Guests:
Lyn Fischer-Ponce	Jorge Ortiz	Amani Flood, <i>Polaris R&amp;D</i>	LaMirdred Mackabee-
John Blake West	Father River Sims		Anderson, <i>Iris Center</i>
Gwen Smith	Maria Rinaldi		
Al Cunningham			
Gigi Gregory, <i>DPH</i>			
Ed Gallagher			
Janetta Johnson			

Called to order at 11:05 a.m.

#### Check-in/ Announcements/ Approve Minutes

On motion and second, a vote was taken and the minutes of the meeting held on July 6, 2000 were approved unanimously.

New member Ed Gallagher, requested that handouts and other information be e-mailed only to him. When they are snail-mailed as well, the duplication causes confusion for him. Al circulated a membership list and asked that members indicate their contact preference. Once the list is finalized, he will ask that it be distributed to all Membership committee members. John asked everyone to agree as a ground rule not to give out members' personal contact information. All members in attendance were in agreement with the suggestion. Lyn clarified that DPH employees, as public servants, are required to publish their work contact information. Gigi stated that the standard practice at the DPH is to shred all personal information relating to HPPC members. Members absent from this meeting should contact Al to indicate their contact preference.

#### Report From Steering Committee

Lyn reported that at its last meeting, the Steering Committee discussed changes to the Bylaws. Members were given a copy of the revised Bylaws, dated July 20, 2000 (not ratified), which are significantly fewer than the previous Bylaws. Also discussed at Steering was the issue of new members' absences from the orientation sessions, and how their HPPC status is affected by it. She reported that a vote was taken on whether new members should be dropped from the Council for lack of attendance at orientation sessions. While the motion failed, the outcome of the discussion was 1) a decision to make a strong statement to new members that they should make every effort to attend the orientation make-up session to be held on Tuesday, August 8, and 2) a decision that in the future it will be made clear to new members during recruitment that absence from the orientation sessions will result in being dropped from the Council. John pointed out that the Bylaws state a procedure for selecting new members, but the Bylaws are lacking in any authority or guidelines for the dismissal of new members for any reasons.

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**Co-operative Agreement Objectives**

A discussion was held on the Core Objectives listed in the 1999 HIV Prevention Plan, and the HPPC objectives for the year 2001. Under Core Objective #2 and HPPC Objective #3, on the handout titled *Information About the Membership Committee*, Lyn suggested dropping the stipulation that new members will participate in 3 orientation sessions and substituting "will participate in new member orientation sessions or make-up sessions." This gives the Membership Committee greater latitude in planning the orientation sessions. Members were in agreement with her suggestion.

Al is still concerned about the issue of representation and the fact that members are not openly stating what communities they represent. This fact contradicts the statement in Core Objective #2 (as above) that by March 2001, the HPPC will complete an analysis of the composition of the HPPC. He doesn't see how such an analysis can be done without knowing members' representation. Lyn suggested listing the representation that is already known based on the information collected on the membership applications, and separately listing the members whose representation is not known as a way to approach the problem methodologically. Ed commented that representation is based less on who someone is with respect to race, ethnicity or sexual orientation, and more on the opinions held by the person.

**Evaluation of Orientation / Attendance / Make-ups**

New members' orientation evaluations were discussed. New Members gave their opinions on the feedback given on the evaluation forms. Given Smith thinks it should have been disclosed to applicants during the application process about the possibilities of disruption and personal attacks by dissenting community groups. After discussion it was agreed by consensus that the suggestions offered were good, and that each would be investigated. It was agreed that it is important in the future to arrange the scheduling of the orientation sessions to make them accessible to all members, i.e. scattering the meeting times to include days and evenings. The make-up session is scheduled for Tuesday, August 8, 2000 from 3:00 - 6:00 p.m. Everyone will be encouraged with a personal phone call to attend.

**Mentorship Plans**

The mentorship program was discussed and it was suggested to change the word "mentor" to something more descriptive of the position. After discussion, the committee decided by consensus to substitute the term "Membership Resource Person," for the word "mentor," and to compile a list of members and their area of expertise so new members and others will have a resource of who can answer specific questions they may have.

New wording for Core Objective #2 was suggested to be "By August 2001, seasoned members with expertise in certain fields will be made available to new members." It was unanimously agreed by consensus to accept the Core Objectives with the changes noted at this meeting.

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**Representation: Bylaws/ Policies & Procedures**

Al reported that under "Membership" in the Bylaws, representation is discussed under the section called "Composition and Staff" on page 1. This is an ongoing discussion for this committee. Under the CDC Guidance, Parity, Inclusion and Representation as a subconcept around the operation of the Council is within those CDC guidelines, expressed as Inclusion, Representation and Parity. Al defines this as meaning to include as many people as possible, and those people should represent a certain community, in terms of their values, and those people should feel they are operating on a level playing field with all others on the Council. However it is expressed, the bottom line is that we can't be sure of inclusion and representation until we know for certain who each member is representing. So that Bylaw needs to be clarified. Then, in terms of the local epidemiologic profile in San Francisco, when you talk about who is infected or affected by HIV/AIDS, that can now include everybody, so Al wants that sentence to be wordsmithed to reflect that San Francisco is no different from anywhere else in the world at this point. As far as deleting this language from the Bylaws and including it in the Policies and Procedures, as long as someone has input to provide to the Council, there should be no problem with them being represented on the Council. Lyn said if you compare Article III from the not ratified version of the Bylaws, to Article III of the August 12 approved Bylaws, they are quite different. She agrees that in the original Bylaws, there was nothing about PIR or IRP. Lyn believes we should go back to the original Bylaws and work from those, and not from the versions that have come up since then. Gwen pointed out that the community health clinic networks were left out of the section about governmental representatives. John favors deleting the subsections A-F, wherein representative groups are spelled out, and using wording such as "appropriate or relevant entities within the Department of Public Health," in order to cover everybody and exclude no one. Gigi stated that changing the Bylaws requires a two-thirds vote. These proposed Bylaws will come before the Council, and one thing being discussed under Membership, having the paragraph which specifies the range of members, and remove the subsections A-H, and put A-H instead in the Policies and Procedures. Membership should then look at the different categories, look at how the department is now structured, and recommend to the Council how to change them. Once the language is in the Policies and Procedures, it can be manipulated as needs be, without using the stringent requirements needed to change the Bylaws. Other suggestions for changes to the language to make it more inclusive were discussed. The Bylaws supersede all other governing documents of the Council, and they are lasting, so they should be clear with respect to the Council's representation wishes. This discussion will continue.

**Report to August 10, 2000 Council Meeting / Report to Steering**

Janetta volunteered to present on behalf of the committee to the upcoming Council meeting on August 10<sup>th</sup>. John volunteered to present on behalf of the committee at the upcoming Steering Committee meeting in September, in the place of both Lyn and Al, who both announced they will not attend it. LaMirdred Mackabee-Anderson's

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application to be on the Membership committee as a community member will also be brought before the Steering Committee.

**Agenda for Next Meeting**

The upcoming Membership agenda will include a discussion on the interview process, membership committee absence issues.

*Minutes prepared by Amani Flood, Polaris Research & Development.*

*Minutes reviewed by Gigi Gregory, DPH-HPS.*

# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, Sept. 7, 2000**

**11:AM to 1:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**5<sup>TH</sup> Floor Conference Room**

*Please read and bring:*

- Agenda

### All Items Include Public Comment

Check-in/Announcements/Approve minutes	11:00 AM—11:10 AM	Vote
Meeting Facilitation 1. Facilitator for this meeting	11:10 AM—11:20 AM	Possible Vote
2. Rotation of meeting facilitation		
Report from Steering	11:20 AM—11:25 AM	Possible Vote
Member Recruitment Cycle Plans: long & short term	11:25 AM—12:50 PM	Possible Vote
Feedback on Harder & Co. Orientation Report	11:50 PM—12:10 PM	Possible Vote
Interview process	12:10 PM—12:20 PM	Possible Vote
Membership Committee absences	12:20 PM—12:25 PM	Possible Vote
Diversity Training to address parity issues	12:25 PM—12:35 PM	Possible Vote
Representation/Policies & Procedures	12:35 PM—12:50 PM	Possible Vote
Report to Sept. 14 <sup>th</sup> Council Meeting /Report to Steering	12:50 PM—12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM—1:00PM	Possible Vote

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<b>Members Present:</b>	<b>Members Absent:</b>	<b>Support Staff:</b>	<b>Guests:</b>
Janetta Johnson	Jorge Ortiz	Carol McGruder and	None
Ed Gallagher	Father River Sims	Anita Lopez, <i>Polaris R&amp;D</i>	
Gwen Smith	Maria Rinaldi	Dara Coan, Harder+Co.	
Al Cunningham	Lyn Fischer-Ponce	Kevin Roe, Process Eval.	
LaMirdred Mackabee	John Blake West		
-Anderson			
Gigi Gregory, DPH			

Called to order at 11:15 a.m.

**Check-in/ Announcements/ Approve Minutes**

Gigi Gregory circulated a Needs Assessment Questionnaire generated from the Strategic Evaluation committee and requested that Membership Committee members complete it.

On motion and second, a vote was taken and the minutes of the meeting held on, August 3, 2000, were approved unanimously.

Follow up on a discussion of rotating the role of meeting facilitator amongst committee members. It was agreed by consensus that the role of facilitator should rotate and provide everyone with an opportunity to facilitate and participate equally. The role of the facilitator is to move discussion, not offer their opinions. The rotation will start with the most senior members going first and in the case of members with equal seniority, in alphabetical order.

**Report From Steering Committee**

The Steering Committee approved, LaMirdred Mackabee-Anderson, to become a community member of the Membership Committee. A discussion of the Steering Committee's motion re: the HPPC recruitment cycle followed. The discussion focused on the feasibility of implementing the new recruitment cycle in 2001 or implementing it in 2002. Members then discussed that there are currently 34 people on the HPPC with a possible 8 slots opening up soon thus maybe a need to recruit additional people. Dara clarified that new members should first be appointed from the existing lists and only if no one is available from that list should the formal recruitment process be implemented. Discussion of changing the provisional period so that new members would complete a longer cycle on the HPPC before voting on the letter of concurrence. Al added that he felt the Co-Chairs had slipped the change in the recruitment cycle onto the agenda of a meeting at which neither membership Co-Chair would be present in an effort to push it through. Al felt it more appropriate to begin the new recruitment cycle in 2002. At this

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point the meeting transitioned into an in depth discussion of the member recruitment cycle.

### **Member Recruitment Cycle**

Gigi clarified that the Co-Chairs were proposing a change in the cycle for 2002 and Steering left it to Membership to determine the long and short term plans. A possible 7 slots will open up in December. Currently there are 3 slots open due to resignations and a possible 11<sup>th</sup> slot may open because Jason has not been coming. John Newmeyer, Maria, Colin, and Marcos must retire. Sister, Willie, and River have the option to renew. If the proposed bylaws are voted in next week the HPPC tenure would be limited to two terms and they would have to rotate off at the end of the year. General discussion of the need to fill these positions took place. Al took note of people in leadership positions and the effect those potential vacancies will have on the council. Gigi said a modified recruitment with new members seated in March could avoid the holiday down time. It was determined that the group needs to decide if it is feasible to do this and also conduct the mandatory orientation of new members.

Al suggested that if recruitment is re-opened, the recruitment net should be cast wider to get more people who aren't already in the AIDS arena. He feels it would be better to put it off if possible, so that the people who are already on the Council can solidify their participation. There are already many new things going on. Ed mentioned that the "letter of concurrence" timeline should be kept in mind. Dara clarified that it takes 5 months for a full recruiting cycle and 7 months before a member can vote. Looking ahead to July there will be more attrition. Dara further clarified, that the Co-Chairs wanted to change to the January recruitment because that would help everyone by beginning and ending terms at the same time. Gigi noted during a transition between recruitment start dates there could be recruiting back to back for this coming year. Dara pointed out that there should be a list of eligible people to appoint and fill slots from that list. Thus avoiding two big recruiting cycles.

Discussion was held as to whether people on the existing list were representative of the people infected and affected by the HIV/AIDS virus. Janetta wants more people from the transgender population involved in the HPPC. Al suggested that he and Lyn as Membership Co-Chairs need to get together and discuss it further. Janetta requested to be a part of that discussion/committee. Lyn might be transferring to another committee. Lyn, Al, Janetta, and Gigi will discuss final recommendations on the recruitment cycle further. Dara will summarize the different proposals on the table and present it to the committee.

### **Feedback on the Harder+Co. Evaluation of the Orientation Process**

Dara presented orientation evaluation results (see Attachment) and requested that comments/revisions be sent back to her by Wednesday, September 20<sup>th</sup>. Al briefly read



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over the recommendations and members agreed that they would review them further and get back to Dara.

#### Interview Process

Discussion of interview questions for potential HPPC members (See Attachment) particularly questions that dealt with community/population representation was tabled. The committee agreed by consensus that it is important that potential candidates really represent the community/population that they assert they do. Four questions on the current set of questions deal with this issue. But candidates were often confused by the questions. They will be reviewed at a later date.

#### **Membership Committee Absences**

Jorge requested a leave of absence for July, August, and September. River had several absences but has checked in with the Co-Chairs and stated his intention to return. Robert Gomez has missed two meetings. Maria is in Argentina and has an excused absence. The new Absentee Policy may go into effect after the next full meeting vote. Al will call Robert Gomez to check in with him.

#### **Diversity Issues**

Discussion of the concerns of some members that they aren't welcome to participate as full members on the HPPC. The question was asked, is the HPPC really open to everyone? Do members feel open enough to even bring up these issues? The People of Color Working Group is discussing these issues. Al invited Membership Committee members to voice and share their concerns and help the Council see the need for real diversity and cultural competency.

La Mirdred asked if the Council has a formal plan for addressing diversity issues. Al feels that as long as there is an appearance of diversity, people feel comfortable and that the real issues are tiptoed around and given lip service and that the Council is run in a Eurocentric manner. If there is no real commitment and no plan from the leadership real diversity and cultural competency will not happen. The People of Color Working Group and Membership Committee need to help bring these issues to the surface and commit to making it happen. Even though the HPPC membership is composed of a majority people of color, the imposing culture sets the tone and structure of the Council. Feelings of disempowerment and a discounting of people of colors views and feelings by the Council were expressed. Feelings of domination by a Gay white male perspective were voiced. Membership committee needs to provide input to the Council on impacting real change around the issues of diversity and inclusion.

Dara presented a handout on parity, inclusion, and representation using the CDC definitions summarizing HPPC thought and trying to draw strict lines between parity and

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inclusion. LaMirdred pointed out that clear policies are needed, policy effects behavior. The committee agreed that they want more than an illusion of inclusion. Al gave history of what had been emphasized in the Council's policy on inclusion, representation, and parity and the importance of the order of the words to effect real change and diversity. The ideas in the CDC guidance are guidelines and not necessarily the rule. The need is for thinking more regionally and the mingling of all populations of the Bay Area. Including inter-neighborhood mingling.

Dara reported that the Policy and Procedures manual would go to the Steering Committee on 9/21/00 with comments due to her by 9/20/00. She is trying to steer the appropriate parts of the manual to the appropriate committees for their input.

Dara suggested that if the Membership Committee wants to suggest Diversity/Cultural Competency Training it should be done soon so that it can be scheduled by the Co-Chairs. It was decided to review Policy 24 and table this issue until the next meeting.

Dara reported that in the Member Selection Policy and Procedures handout, the items where she is proposing changes are denoted with brackets. Please review and submit changes by Wednesday, Sept. 20<sup>th</sup>. Some of the changes she made were strictly for clarification. Only the membership committee needs to vote on new members, and the Council will select the criteria-for new members.

Janetta volunteered to present on behalf of the committee at the full HPPC meeting. Al will present at the Steering Committee meeting.

**Agenda for Next Meeting:**

Member Recruitment Cycle

Diversity/Cultural Competency Training

Fax these minutes to Janetta at Glide at 885-8512.

*Minutes prepared by Carol McGruder, Polaris Research & Development, Inc.*

*Minutes reviewed by Al Cunningham, community co-chair and Gigi Gregory, DPH-HPS*

# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

Thurs, Oct. 5<sup>th</sup>, 2000

11:AM to 1:00 PM

HIV Prevention Section

25 Van Ness Ave, S. F.

5<sup>TH</sup> Floor Conference Room

Please read and bring:

- Agenda
- Policies on:
  - Criteria for Selection of Members
  - Definition of Parity, Inclusion, & Representation
  - Member Recruitment & Selection
  - Membership Committee Job Description

Check-in/Announcements/Approve minutes	11:00 AM--11:10 AM	Vote
Meeting Facilitation System	11:10 AM--11:15 AM	Possible Vote
Report from Steering	11:15 AM--11:25 AM	Possible Vote
Diversity Report	11:25 AM--11:30 AM	Possible Vote
Member Recruitment Cycle Plans: long & short term	11:30 AM--11:50 PM	Possible Vote
Feedback on Policies & Procedures	11:50 PM--12:50 PM	Possible Vote
Report to Oct. 12 <sup>th</sup> Council Meeting./Report to Steering	12:50 PM--12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM--1:00PM	Possible Vote

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Membership Committee  
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Members Present:	Members Absent:	Support Staff:	Guests:
John Blake West	Jorge Ortiz, <i>on leave</i>	Amani Flood, <i>Polaris R&amp;D</i>	Brian Dubrow,
Lyn Fischer	Father River Sims	Kevin Roe, <i>Process Evaluation</i>	<i>HPS</i>
Gwen Smith	Maria Rinaldi		
Janetta Johnson	Al Cunningham		
Gigi Gregory, <i>HPS</i>	L. Mackabee-Anderson		
Ed Gallagher			
Robert Gomez			

Called to order at 11:15 a.m.

#### **Check-in/ Announcements/ Approve Minutes**

John Blake West agreed to chair the meeting. John announced that the Diversity Report agenda item for today's meeting will be omitted because the presenters are absent.

John distributed a handout on Epidemiology which had been provided by Dr. Willi McFarland at an HPPC orientation on Epidemiology on October 3, 2000.

A motion was made to approve the minutes of the meeting held on September 7, 2000. After receiving a second, the motion passed by unanimous vote, with one abstention.

#### **Meeting Facilitation System**

Gigi reported that it had already been decided at a previous meeting to use a rotating meeting facilitation system, with the longest standing members going first, using alphabetical order. She reminded the members that the decision had been formally ratified at the last Membership meeting on September 7, 2000.

#### **Report From Steering Committee**

The Steering Committee changed the current practice of oral committee reports at HPPC meetings to written reports incorporated into the Co-Chairs' Report.

Steering decided to review the Policies and Procedures a portion at a time, with a goal of a Council vote by the year's end.

#### **Diversity Report**

The Diversity Report was omitted from today's agenda because the presenters are absent.

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**Member Recruitment Cycle Plans**

Gigi reported that a goal of the Membership committee is to develop a new recruitment schedule. A sub-committee recommended that the schedule seat new members every January. John reported that Maria Rinaldi has agreed to extend her position as Community Co-chair for an additional period, as appropriate, and to train her successor for as long as it takes.

**Feedback on Policies and Procedures**

Dara requested feedback on her latest revisions to the Policies and Procedures. A lengthy discussion followed.

By way of an e-mail, Al suggested changing the definition of and the acronym "PIR" to "IRP" in order to stress inclusion as a priority. Someone made the motion to change "PIR" to "IRP" and also to rearrange the order of paragraphs of the definitions of these terms within the Policies and Procedures document. The motion was seconded and after further discussion, the motion passed by a majority vote.

A motion was made to use the CDC definitions of "inclusion," "representation," and "parity," within the Policies and Procedures and to delete the current sections G and H. The motion was seconded and discussion followed. A vote was held and the motion passed by majority vote with 2 opposed and 2 abstentions.

The Committee reviewed proposed policies and procedures which relate to Membership committee duties. The main recommendations to Steering/HPPC are:

1. A proposal that a primary role of the Committee, rather than the Council, be to determine member selection criteria. This means to determine the gaps in membership, prioritize the gaps and review the other selection criteria.
2. A proposal that the HPPC emphasize "Inclusion" (ensuring a broad diversity among Council members) as an important foundation principle. And that Inclusion, Representation and Parity be seen as a "series of progressive and inter-related outcomes which build one upon the other. Also voted to recommend changing the acronym to IRP to convey this idea.

Representation

Gigi reported that currently there are 33 members on the Council with 4 vacancies. Six additional member terms will run out in December 2000 and two membership terms will run out in July 2001.

It was suggested by Al via his e-mail to change the months described in the recruitment cycle from named months (i.e. January, February, etc.) to "*Month 1, Month 2,*" etc. in

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order to broaden the descriptions. Someone made the suggestion in the form of a motion, which was subsequently seconded. A vote was held and the motion passed by unanimous vote.

A motion was made to remove the portion in the current Policies and Procedures which states that members who don't satisfy the orientation requirement will automatically be dismissed from the Council and substitute instead, language stating that these members' membership will be reviewed by the Membership Committee for action. On second and after a vote, the motion passed unanimously.

Should new members not satisfy the attendance requirement for orientation, their membership status shall be reviewed by the Membership Committee on a case-by-case basis.

**Report to Oct. 12<sup>th</sup> Council Meeting/Report to Steering**

A written report of one paragraph in length will be submitted by this committee for the October 12<sup>th</sup> Council meeting. Gigi will prepare the paragraph, and John will review it.

**Agenda for Next Meeting**

The next Membership committee agenda will include a discussion of the recruitment cycle, review of current composition of the Council and demographics of outgoing members.

*Minutes prepared by Amari Flood, Polaris Research & Development.*

*Minutes reviewed by John Blake West, meeting facilitator, Lyn Fischer, Co-Chair, and Gigi Gregory, HPS, AO.*





# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, Nov. 2, 2000**  
**11:AM to 1:00 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**5<sup>TH</sup> Floor Conference Room**

**Please read and bring:**

- **Agenda**
- **Papers on:**
  - Recruitment Cycle
  - Membership Composition Analysis

Check-in/Announcements/Approve minutes	11:00 AM—11:15 AM	Vote
Report from Steering	11:15 AM—11:30 AM	Possible Vote
Member Recruitment Cycle Plans: long & short term	11:30 AM—12:00 PM	Possible Vote
Review Membership Composition Analysis	12:00 PM—12:25 PM	Possible Vote
Diversity Report	12:25 PM—12:50 PM	Possible Vote
Report to Nov. 9 <sup>th</sup> Council Meeting./Report to Steering	12:50 PM—12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM—1:00PM	Possible Vote

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Membership Committee  
Minutes of Meeting  
November 2, 2000

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<b><u>Members Present:</u></b>	<b><u>Members Absent:</u></b>	<b><u>Support Staff:</u></b>	<b><u>Guests:</u></b>
John Blake West	Jorge Ortiz, <i>on leave</i>	R. Esquieres, <i>Polaris R&amp;D</i>	
Al Cunningham	Father River Sims	Kevin Roe, <i>Process Eval.</i>	
Maria Rinaldi	Gwen Smith		
Janetta Johnson	Lyn Fischer		
Gigi Gregory, <i>HPS</i>	L. Mackabee-Anderson		
Ed Gallagher			
Robert Gomez			

The Meeting was called to order at 11:12 a.m. with Maria Rinaldi serving as chair.

**Check-in/ Announcements/ Approve Minutes**

Gigi Gregory announced that on November 15<sup>th</sup> from 9 to 11 a.m., Maxine Hall Health Center would be hosting their community breakfast focusing on diversity.

Lyn Fischer and Gwen Smith are excused absences. There was discussion on the status of absent members. Maria reminded everyone that committees could make a request to the Co-Chairs to remove members who are absent for more than two consecutive meetings. Members recalled that the duration of Jorge's leave of absence was 3 months, ending on the last week of October. Maria volunteered to follow-up on this.

A motion was made to approve the minutes from October 5, 2000. On second, the minutes were approved with 5 in favor and 2 abstentions.

**Report on Steering Committee:**

Al Cunningham reported that the Steering Committee ratified the changes made to the Policies and Procedures Manual. Suggestions made on membership policies were approved and incorporated into the document, including a recommendation to change PIR to IRP. Both Al and John West were pleased with the outcome of the meeting. John felt it would also be helpful for the committee to provide a written document supporting a compelling argument for IRP, should Council members not approve of the changes when it is presented for adoption at the Full Council meeting.

**Discussion of Member Recruitment Cycle Plan**

The Member Recruitment handout is attached for those absent.

A handout detailing options for a new recruitment cycle was distributed to members. Members discussed the advantages and disadvantages for each recruitment cycle plan to determine which would be most logical for new member transition.

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Gigi asked members to look at the plans objectively and urged everyone to consider option 2 of the handout, which would begin the provisional period for new members in November/December, with an orientation from October to December and first voting meetings beginning in January. It was stated that both Options 2 and 3 of the handout would give ample opportunity for new members to understand the cooperative agreement process. John West agreed that it would be extremely important that new members be sufficiently oriented and comfortable with the process before the cooperative agreement. He said that it seemed logical to start membership in the new year with the first orientation beginning in January, after the holidays, and opted with option 3. Gigi pointed out that new members would not be able to participate in developing the scope of work for their committees if their first voting meeting would start in March, however, it would give current members time to plan the transition for new members into their committees.

After further discussion, a motion was called to choose the plan for the new recruitment cycle. It was agreed by consensus that the selection of new members would take place from July to December, followed by orientation from December to February, with the first voting meeting beginning in March.

#### **HPPC Membership Composition Analysis**

A Draft of the projected Member Composition for 2001 was distributed. The status of members whose terms will expire was discussed and whether or not anyone from this group would be planning to renew their appointment with the HPPC. There was further discussion as to how this committee would fill the projected 9 vacancies next year. It was noted that the remaining 28 members fall within the Bylaws parameters (21 to 37 members).

It was agreed that there is a lack of transgender and HIV+ individuals within the composition of the HPPC and they should not wait until 2002 to appoint someone from this communities. Janetta Johnson urged the committee to select a transgender immediately because her population is not being represented. It was agreed by members that the committee would not undertake a big recruitment project at this time but rather look at the immediate gaps in the proportional representation of the HPPC. Individuals who were not selected last year, but were not found unacceptable, should also be reconsidered. Gigi will provide a report on the demographics of outgoing and current members from the Department of Public Health to proceed with this task at the next meeting.

#### **Diversity Report**

Membership in the past has been responsible for retreats and trainings. There was discussion as to the role of membership to implement cultural competency trainings, as it was previously approved by the Council, but has not yet been adopted. It was agreed that

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this committee would make a recommendation to the Co-Chairs and the Full Council that the Cultural Competency Plan be enforced. Maria agreed to discuss this issue at the Co-Chairs meeting and report back to this committee.

**Report to Nov 9<sup>th</sup> Council Meeting and Report to Steering**

Al volunteered to write the written report summarizing today's meeting for the Co-Chairs Report to be distributed at the Full Council Meeting on November 9<sup>th</sup>.

**Agenda for the next meeting**

The next Membership Committee agenda will include a discussion on member attendance and steps for the Gap analysis.

Meeting adjourned at 12:53 p.m.

*Minutes prepared by Rona Esquieres, Polaris Research & Development.  
Minutes reviewed by Gigi Gregory, DPH HPS*



# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

**Thurs, Dec. 7, 2000**  
**11:AM to 1:00 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**5<sup>TH</sup> Floor Conference Room**

**Please read and bring:**

- **Agenda**
- **Papers on:**  
Membership Composition Analysis

Check-in/Announcements/Approve minutes	11 00 AM—11:15 AM	Vote
Report from Steering	11:15 AM—11:30 AM	Possible Vote
Jan. 11 <sup>th</sup> Cultural Competence Training for full Council	11:30 AM—12:00 PM	Possible Vote
The Future of Cultural Competence Trainings	12:00 PM—12:25 PM	Possible Vote
Report on Membership Committee absences	12:25 PM—12:30 PM	Possible Vote
Membership Composition Analysis / short term plan	12:30 PM—12:50 PM	Possible Vote
Report to Dec. 14 <sup>th</sup> Council Meeting./Report to Steering	12:50 PM—12:55 PM	Possible Votes
Agenda for next meeting	12:55 PM—1:00PM	Possible Vote

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# Membership Committee Meeting

Thurs, January 4, 2001

**2:00 PM to 4:00 PM**

25 Van Ness Avenue, S. F.

**HIV PREVENTION PLANNING  
COUNCIL**

**8<sup>th</sup> Floor** Conference Room  
Human Rights Commission

*Please note time change and room change above and  
change to light refreshments below!*

Please read and bring:

- **Agenda**

**Light Refreshments will be served**

Introductions- What do you hope to contribute to the Membership Committee?	11:00 AM—11:20 AM	
Approve minutes	11:20 AM—11:25 AM	Vote
Co-Chair Elections	11:25 AM—11:45 AM	Vote
Process Discussion: Meeting Dates & Times / Facilitation / Minutes / Food	11:45 AM—12:15 PM	Possible Vote
Report on Council Diversity -Jan. 11 <sup>th</sup> Session, & beyond	12:15 PM—12:25 PM	Possible Vote
Membership Recruitment- short term plan	12:25 PM—12:50 PM	Possible Vote
Report to Jan. 11 <sup>th</sup> Council Meeting/Report to Steering	12:50 PM—12:55 PM	Possible Votes
Agenda for Feb. 1 <sup>st</sup> Membership meeting	12:55 PM—1:00PM	Possible Vote

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# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

Thursday, Feb. 1<sup>st</sup>, 2001

2:00 PM to 4:00 PM

25 Van Ness Avenue, S. F.

3<sup>rd</sup> Floor Room 330 A

*Please note room change above!*

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Please read and bring:

- Agenda
- Recruitment Tools

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### Light Refreshments will be served

Check-In / Share something new & good in your life	2:00 PM—2:15 PM	
Approve minutes	2:15 PM—2:20 PM	Vote
Report from Steering	2:20 PM—2:25 PM	
Diversity —Meet with Trainer D.K. Haas	2:25 PM—3:20 PM	Vote
Review recruitment tools, timeline & slots update	3:20 PM—3:35 PM	Possible Vote
Brainstorm outreach agencies	3:35 PM—3:50 PM	Possible Vote
Report to Feb. 8 <sup>th</sup> Council Meeting/Report to Steering	3:50 PM—3:55 PM	Possible Votes
Agenda for March 1 <sup>st</sup> Membership meeting	3:55 PM—4:00PM	Possible Vote

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
February 1<sup>st</sup>, 2001

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Support Staff:</u>	<u>Guests:</u>
Ed Gallagher	Martha Ugarte-Ortiz	D.K. Haas	Gregory Edwards, SPAT
Gwen Smith	Sister Marymae Himm	Tim Vincent	Al Cunningham
Father River Sims	Janetta Johnson		
Jorge Ortiz			
Gigi Gregory, HPS			
L.Mackabee-Anderson			
Robert Gomez			

### **1. Check-in/ Announcements/ Approve Minutes**

**Check-in** Everyone introduced themselves and shared something new and good in their lives.

**Minutes** The January 4<sup>th</sup> minutes were approved.

### **2. Report from Steering Committee**

- ?? Ed expressed disappointment. He had wanted to attend Steering to discuss a central spokesperson, but wasn't notified of the meeting.
- ?? POC was accepted as a working Group for the year 2001
- ?? Discussed whether initial Diversity activity should be part of a regular HPPC meeting.

### **3. Meeting with Diversity Trainers**

Diversity Trainers D.K. Haas and Tim Vincent introduced themselves and distributed the results of the Membership survey on the diversity training and diversity issues.

- ?? 8 people wanted a 4 hour training; 9 people wanted a 7 hour training.
- ?? Some dislike Robert's Rules of Order
- ?? Many thought race, gender, education influences Council communication & comfort level.
- ?? Some people talk a lot; some don't feel safe talking.
- ?? How to develop knowledge of each other as Council members?
- ?? Listening: How help members to give others space & time to speak?
- ?? Communication Some white men fear the training- feel they can't speak up.
- ?? Need identifiable goals and expectations — decided on 3 goals:
  - 1) Getting to Know You Exercise- who are you and how does culture impact who you are in the world?
  - 2) Present theory of privilege/ oppression
  - 3) Culture-bound communication
- ?? Decided:
  - 1) Have 2 trainings 4 hours each, not more than one month apart
    - a. Who you are in the world as a cultural person
    - b. How does this impact your Council work: culture-bound communication
  - 2) Have a one hour introduction at the March 8 Council meeting:
    - a. Something to loosen them up
    - b. Sell cultural competency to the Council
  - 3) Have location be away—Ft. Mason good setting
  - 4) Have catering- we need real food!

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
February 1<sup>st</sup>, 2001

**Agenda For Next Meeting:**

1. Brainstorm list of recruitment organizations
2. Review recruitment tools
3. Review Recruitment timeline
4. Update on October people
5. Diversity Training Update

*Minutes prepared by Gigi Gregory, DPH/HPS*

# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

Thursday, Mar. 1<sup>st</sup>, 2001

2:00 PM to 4:00 PM

25 Van Ness Avenue, S. F.

3<sup>rd</sup> Floor Room 330 A

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**Please read and bring:**

- Agenda
- Recruitment Tools

### Light Refreshments will be served

Check-In / Share something you're looking forward to	2:00 PM—2:15 PM	
Approve minutes	2:15 PM—2:20 PM	Vote
Co-Chair Opening	2:20 PM—2:30 PM	Possible Vote
Report from Steering	2:30 PM—2:35 PM	Possible Vote
Diversity Update & Plans	2:35 PM—2:55PM	Vote
Review recruitment tools, timeline & slots update	2:55 PM—3:15 PM	Possible Vote
Brainstorm outreach agencies	3:15 PM—3:30 PM	Possible Vote
Group Process Evaluation led by Kevin Roe	3:30 PM—3:50 PM	Possible Vote
Report to Feb. 8 <sup>th</sup> Council Meeting/Report to Steering	3:50 PM—3:55 PM	Possible Votes
Agenda for March 1 <sup>st</sup> Membership meeting	3:55 PM—4:00PM	Possible Vote

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
March 1<sup>st</sup>, 2001

<b><u>Members Present:</u></b>	<b><u>Members Absent:</u></b>	<b><u>Support Staff:</u></b>	<b><u>Guests:</u></b>
Ed Gallagher	Gwen Smith	Kevin Roe, Community Health	None
Janetta Johnson	Sister Marymae Himm	Studies Group	
Martha Ugarte-Ortiz	Michael Meehan On leave		
Robert Gomez	Father River Sims		
Gigi Gregory, HPS	Jorge Ortiz		
L.Mackabee-Anderson			

**1. Check-in/ Announcements/ Approve Minutes**

*Check-in* Everyone introduced themselves and shared something they're looking forward to.

*Minutes* The February 1<sup>st</sup> minutes were approved with three small changes.

**2. Membership Committee Co-Chair Seat Vacancy**

Sister Marymae Himm has resigned from the co-Chair seat of the Membership Committee and will not be present today due to a family medical situation. A decision was made to delay doing anything about filling this seat until the official resignation goes through. In the meantime Robert will attend Steering Committee to represent the Membership committee.

**3. Membership Committee Attendance**

- Robert will make reminder calls to members about one week before the meetings.
- Gigi will send the list to Robert.
- Attendance will be an agenda item next time. See what is issue with attendance. Is it related to need for another day or time?
- Gigi will call Jorge to see what's going on with him.

**4. Report from Steering Committee**

- Al & Teresa are new Co-Chairs of the Community Liaison Committee.
- Carla and John are co-chairs of the Plan revision committee.
- POC concerned that new population groups may weaken their membership numbers.  
Suggestions: Population groups may meet less than once a month, could incorporate their meetings into another committees agenda, or meet right before of after another committee. Another option is to communicate mainly through e-mailing.
- Ed went to Co-chairs to bring up idea of unity/ a media spokesperson that would represent SFDPH, UCSF-CAPS and the HPPC. There is a need to coordinate a position among the three groups regarding safer sex messages. Now everyone says something different.
- Meeting held on Ideas for spending \$400,000 in Dupont funding:
  - a. Increased rent \$\$ for CBOs feeling the housing crunch in S.F.
  - b. Prevention for positives in the Castro.
  - c. Chlamydia elimination in the Bayview & due to high rents widen program to Oakland since people get re-infected due to cross-county relationships: a regional problem!

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
March 1<sup>st</sup>, 2001

**5. Diversity Update**

Gigi gave an update on plans for the Diversity Training:

Date: April 27<sup>th</sup>

Format: one 7 hour training- due to financial constraints

**Decisions Made:**

- Community members of Committees will be invited
- Staff is expected to attend: Lisa, Betty, Tracey, Gigi, Steven
- Consultants: The Committee wants consultants to attend and participate. Gigi will e-mail the Co-Chairs and Tracey about this.
- Clothes: Wear very comfortable clothes

**6. Recruitment Tools, Timeline, Slots**

- a. The Committee recruitment flyer recently developed was approved for distribution as is.
- b. The HPPC brochure was distributed. We will work on it next time. **Bring the brochure with your proposed changes on it, to the April 1<sup>st</sup> meeting.** Gigi will get a copy for Ed.
- c. The Timeline and Slots agenda times were tabled.
- d. Distribution of Committee flyers:

Ed suggested giving flyers to each Population Group to use to recruit that group.

Mission Neighborhood Health Center's Health fair would be a good venue

Check with Lisa about the Community Liaison Committee

April 14<sup>th</sup> John Adams Health Fair. Martha will have them on her table. Gigi remind Martha!

Go to churches

Janetta will take flyers to the Transgender Population Group meeting

Flyers will be handed out at the March 8<sup>th</sup> Council meeting.

Gigi will write up the committee recruitment campaign into the Director's Report.

Robert will announce the committee campaign at the March 8 Council meeting.

Gigi is to remind Robert!

**7. Group Process Evaluation Led by Kevin**

- a. Meeting Mechanics
- b. Facilitation
- c. Participation
- d. Food

**Agenda For Next Meeting:**

1. Attendance Issues
2. Review recruitment tools
3. Review Recruitment timeline
4. Update on October people
5. Diversity Training Update

*Minutes prepared by Gigi Gregory, DPH/HPS*

# Membership Committee Meeting

## HIV PREVENTION PLANNING COUNCIL

Thursday, April 5, 2001

2:00 PM to 4:00 PM

25 Van Ness Avenue, S. F.

3<sup>rd</sup> Floor Room 330 A

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*Please note room change above!*

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Please read and bring:

• Agenda

Light Refreshments will be served

Check-In / Share something you're looking forward to	2:00 PM—2:15 PM	
Approve minutes	2:15 PM—2:20 PM	Vote
Report on Community Planning Leadership Summit	2:20 PM—2:30 PM	Possible Vote
Report from Steering	2:30 PM—2:35 PM	Possible Vote
Diversity Update & Plans	2:35 PM—2:55PM	Vote
Review recruitment tools from Mass., New Jersey, S.F.	2:55 PM—3:15 PM	Possible Vote
Review Recruitment schedule	3:15 PM—3:30 PM	Possible Vote
New Business	3:30 PM—3:50 PM	Possible Vote
Report to April 12 <sup>th</sup> Council Meeting/Report to Steering	3:50 PM—3:55 PM	Possible Votes
Agenda for May 3 <sup>rd</sup> Membership meeting	3:55 PM—4:00PM	Possible Vote

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# Membership Committee Meeting

HIV PREVENTION PLANNING  
COUNCIL

Thursday, May 10, 2001  
2:00 PM to 4:00 PM  
25 Van Ness Avenue, S. F.

**NOTE ROOM CHANGE:**

**8<sup>th</sup> Floor**

**Human Rights Commission**  
large conference room to the left

Please read and bring: **This agenda**

## Refreshments will be served

Check-In / Share something new & good in your life	2:00 PM—2:15 PM	
Review March & April minutes	2:15 PM—2:20 PM	Possible Vote
<b>Diversity Retreat:</b> 1.Attendance 2. Assessment 3. Next Steps	2:25 PM—2:45 PM	Possible Vote
<b>HPPC Membership &amp; Recruitment:</b>	2:45 PM—3:30 PM	Possible Vote
1. Member Composition Update		
2. Short term recruitment plan		
3. Longterm recruitment plan		
4. Council approval for Short term & Longterm plans		
5. Call for volunteers for a Recruitment Plan Committee		
6. Exit Interview Request & Questions		
<b>Committee Goals &amp; Staffing for the next 3 months</b>	3:30 PM—3:45 PM	Vote
Report from the April 26 <sup>th</sup> Steering Committee meeting	3:45 PM—3:50 PM	Possible Vote
Report to the May 24 <sup>th</sup> Steering Committee meeting	3:50 PM—3:55 PM	Possible Votes
Agenda for June 7 <sup>th</sup> Membership meeting / Evaluation forms	3:55 PM—4:00 PM	Possible Vote

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
May 10<sup>th</sup>, 2001

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Support Staff:</u>	<u>Guests:</u>
Gwen Smith	L. Mackabee-Anderson	Lisa Reyes	
Janetta Johnson	River Sims	Kevin Roe	
Robert Gomez	Ed Gallagher		
	Jorge Ortiz		
	Michael Meehan		
	Gigi Gregory		

**Check-in/ Announcements**

**Check-in** Everyone introduced themselves and shared something new and good in their lives.

**Approve Minutes**

**Minutes** The March minutes were approved by consensus.

**Follow up:** Members would like to receive the April 2001 minutes by email to review.

**Diversity Retreat**

**Attendance:** Robert reported that attendance was high for the Diversity Training. He stated that approximately 24 people attended.

**Assessment:** Robert and Lisa shared their assessment of the Diversity training stating that folks really got to know each other well and that future sessions are needed to deal with the HPPC issues that were brought up at the end of the training.

**Next Steps:** Robert stated that he will call DK to get feedback from her regarding evaluation  
-Robert mentioned that for future trainings, we may want to go a bit simpler, and less expensive. He stated that this Diversity training was very expensive  
-Robert stated that perhaps a full additional day is needed to continue the diversity training.  
-Robert asked the group if they should keep the same facilitators for the next diversity session, or go with new ones (no other membership member present at this meeting attended the diversity training)  
-Kevin mentioned that at the mid-year process evaluation survey, they can ask members how they felt about the diversity training  
-Robert expressed that he and Gigi put a lot of work into this training and didn't feel like he received much help from other membership members.

**HPPC Membership and Recruitment**

**Member Composition Update:** Membership committee members reviewed the membership composition list. They briefly brainstormed on gaps in the composition of members. The gaps that they identified were: youth, transgender, injection drug users, heterosexual men, SFUSD, Native Americans, lesbians. They mentioned that this list can help them during the recruitment of new members.

**Short Term Recruitment Plan:** Robert shared his ideas of a short term recruitment with the group.

**-Recruitment**

Short Term Plan

June- mail application to agencies, outreach to communities.

July- interview potential applicants

August- new members start provisional term

-Robert stated that the goal of a short term recruitment would be to recruit 5 new members, give or take one or two.

-Gwen suggested having applicants go to a HPPC meeting before the interview so that they know what they are getting into.

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HIV PREVENTION PLANNING COUNCIL  
Membership Committee  
Summary Minutes of Meeting  
May 10<sup>th</sup>, 2001

-Lisa mentioned that due to staff shortages, a time consuming interview process, in addition to the fact that she is new to this committee, impact the feasibility of a short term recruitment.

-Robert and Lisa have agreed to meet with Tracey and Gigi to discuss the logistics of a short term plan

**-Orientation**

-Members of this committee expressed that the last orientation contained too much information for new members. They strongly suggest a shorter orientation, perhaps one of three hours, not 2 to 3 days.

-Someone suggested that a cheat sheet for mentorship would be a very helpful tool.

-Robert suggested that mentorship by seasoned members can replace the prolonged orientation. He believed that this will give seasoned members new found interest in the HPPC. He suggested that the mentorship can be as little as 2-3 hours per month.

-It is still to be determined who will be responsible for coordinating and conducting the orientation.

***Long Term Recruitment Plan:*** This issue will be discussed at the next meeting

***Council Approval for Short & Long Term Plans***

-Once a recruitment plan is approved by this committee, it will go to Steering for approval

***Call for Volunteers for a Recruitment Plan Committee***

Once a recruitment plan is approved by the committee, ask if council members are interested in volunteering.

***Exit Interview Request and Questions***

Kevin stated that this issue exit interviews are part of their contract. They will conduct interviews if they are able to contact members. However, they will interview Maria Rinaldi, Mazdak Mazarei, and Martha Ugarte-Ortiz. Other members that have left this year have either not left contact information, or have not responded to request.

***Committee Goals and Staffing for the Next 3 Months***

-Lisa announced that she will be covering for Gigi for the next 3 months

-Robert announced that he can no longer attend steering committee. Need a new person to attend.

***Agenda For Next Meeting:***

-Membership committee attendance

-Debrief on meeting with staff regarding short-term recruitment

-outreach ideas and suggestions

-next steps

*Minutes prepared by Lisa Reyes, DPH/HPS. Reviewed by Robert Gomez.*



# Membership Committee Meeting

HIV PREVENTION PLANNING  
COUNCIL

Thursday, June 7, 2001

2:00 PM to 4:00 PM

25 Van Ness Ave.

Room 330A

Please read and bring: **This agenda**

## Refreshments will be served

I. Check-In	2:00 PM—2:10 PM	
II. Review/Approve May minutes	2:10 PM—2:20 PM	Possible Vote
III. HPPC Membership & Recruitment:	2:20 PM—3:20 PM	Possible Vote
1. Longterm recruitment plan		
2. Emergency recruitment plan		
3. Council approval for Longterm & Emergency plans		
4. Review/Edit recruitment application		
5. Outreach/recruitment ideas		
6. Next steps		
IV. Committee Attendance Discussion	3:20 PM—3:35 PM	Possible Vote
V. Steering Representation Discussion	3:35 PM—3:45 PM	Possible Vote
VI. Diversity Training Wrap-up	3:45 PM—3:55 PM	Possible Vote
VII. Agenda for July 5 <sup>th</sup> Membership meeting / Evaluation forms	3:55 PM—4:00 PM	Possible Vote

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**MEMBERSHIP COMMITTEE MEETING  
HIV PREVENTION PLANNING COUNCIL  
JUNE 7, 2001**

**Members Present:** Robert Gomez, Gwen Smith, Michael Meehan, Janetta Johnson

**Members Absent:** River Sims, LaMirdred Mackabee-Anderson, Jorge Ortiz

**Support Staff Present:** Lisa Reyes, Eileen Loughran, Kevin Roe

**I. Check-In:**

**II. Review/Approve May Minutes:**

- Members requested that minutes be sent to them in the body of emails
- Minutes were approved by consensus

**III. HPPC Membership Recruitment:**

- Robert went over the long term recruitment plan with the committee and committee discussed it.
- Next meeting: select members of committee to sit on interviews
- Someone suggested that we could perhaps conduct interviews during our regularly scheduled meeting
- Lisa agreed that she would bring a sample of last years Membership recruitment questions.
- It was requested that when we mail out the application, that we also attach future HPPC meeting dates.
- Orientation: plan more at July meeting
- Robert suggested that this committee ask for one representative of each committee/working group to serve as mentor (1/2 to 1 hour of their time)
- Suggestion: Robert's Rules of Order Training for HPPC members
- Long term recruitment timeline approved
- Latino added gaps in membership
- Short term recruitment approved by consensus
- The recruitment application that was used last year was approved by members

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due to simplicity. Only changes are the deadline for application and scope of work for the HPPC. Lisa agreed to work on these changes, and will have that for the group at the next meeting.

#### **Outreach/Recruitment Ideas:**

- The group overviewed the past HPPC pamphlet to see if they would like to use it for the upcoming recruitment. Lisa will contact City reproduction to see they still have a hard copy of the pamphlet, and will revise outdated parts of the pamphlet.
- This group would like to send the revised pamphlet out with the application
- Lisa suggested using the RFP list for the mailing in order to cover a wide area
- Members suggested announcing recruitment at their agency meetings
- Lisa said that she would announce it at upcoming Treatment on Demand meeting.
- Members are encouraged to try to recruit people that they feel are not represented and would be an asset to the HPPC.

#### **Next Steps for July meeting:**

Start discussing orientation

Review sample questions from last years recruitment

#### **IV. Committee Attendance**

It was suggested by this group to bring River Sims and Jorge Ortiz to the attention of Co-Chairs due to lack of attendance. Janetia also agreed to call both of these members to discuss attendance with them. Robert agreed to call LaMirdred to discuss attendance.

#### **V. Steering Representative:**

Janetia agreed to be a rep at Steering.

#### **IV. Diversity Training Wrap-Up:**

This committee would like to meeting with DK and Tim to get feedback and to plan next steps. Bring this issue up at Steering

- Membership would like send a thank you letter to both of them. Lisa agreed to draft a letter and present it at the July meeting.

#### **July Agenda**

- Add Kevin to July Meeting – 15 minutes
- Orietation Discussion
- Review sample questions for membership interviews

*Minutes prepared by Lisa Reyes, reviewed by Robert Gomez.*



**HIV PREVENTION PLANNING COUNCIL (HPPC)****Membership Committee****Thursday, July 5th, 2001****2:00-4:00 PM****25 Van Ness Avenue, Suite 330A****San Francisco**

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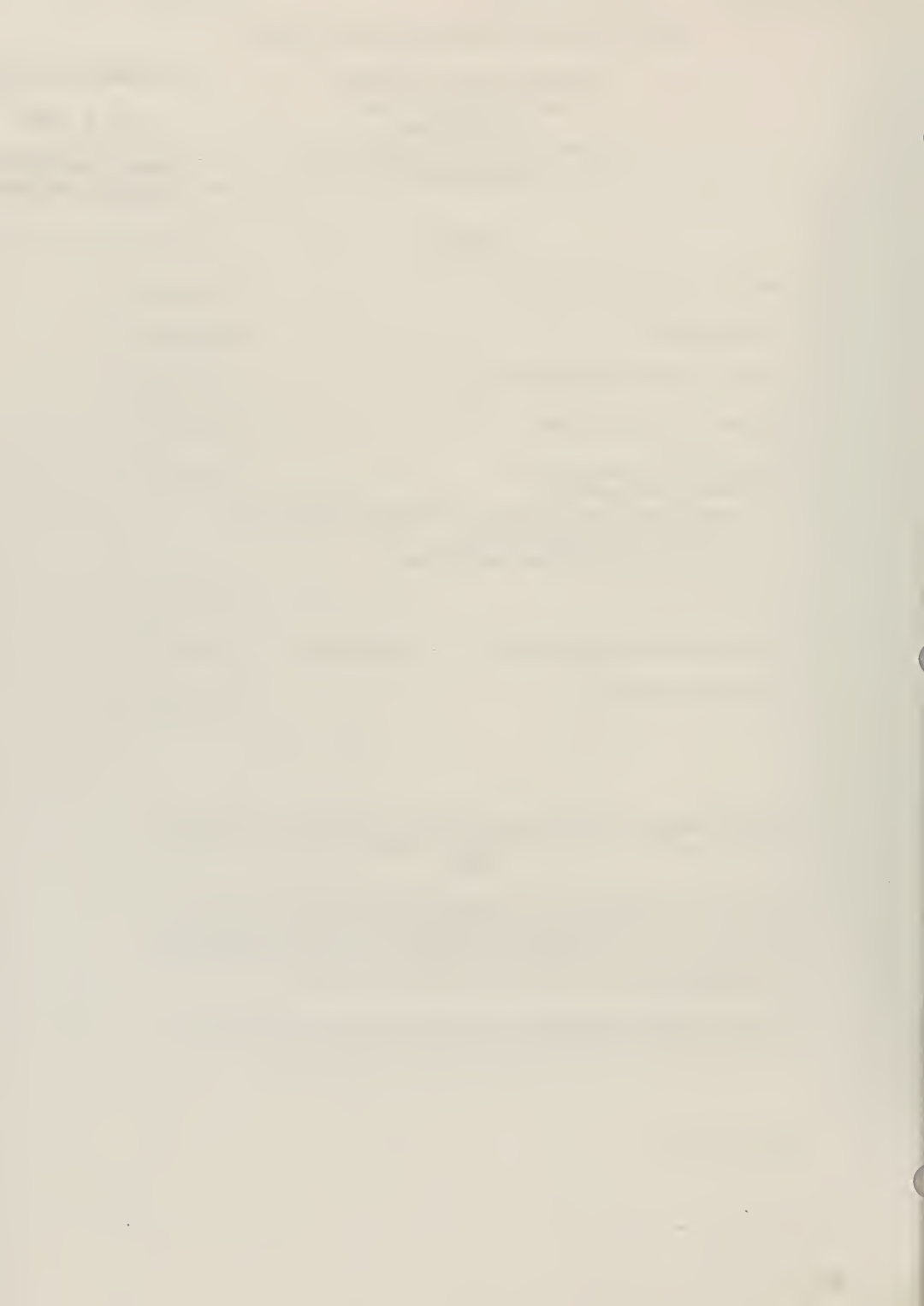
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- |   |              |
|---|--------------|
| 1. Welcome and Announcements                                    | 2:00-2:10 PM |
| 2. Public Comment   | 2:10-2:15 PM |
| 3. Approve June minutes (possible vote)                         | 2:15-2:20 PM |
| 4. Process Evaluation Discussion                                | 2:20-2:40 PM |
| 5. Discuss 2001 Recruitment Cycle                               | 2:40-3:20 PM |
| - Short-term Recruitment  |              |
| - Review Member Selection Policy and Procedures (possible vote) |              |
| - Review Applications (possible vote)                           |              |
| - Review Interview Questions (possible vote)                    |              |
| 6. Discuss Orientation  | 3:20-3:45 PM |
| 7. Select New Steering Representative (possible vote)           | 3:45-3:55 PM |
| 8. Closing and Evaluation                                       | 3:55-4:00 PM |

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**MEMBERSHIP COMMITTEE MEETING  
HIV PREVENTION PLANNING COUNCIL  
JULY 5th, 2001**

**Members Present:** Robert Gomez, Gwen Smith, Michael Meehan, Lisa Reyes

**Members Absent:** Janetia Johnson, River Simms, Jorge Ortiz, LaMirdred Macabee-Anderson

**Guests:** Kevin Roe, CHSG

**1. Welcome/Announcements**

-Lisa announced that she will continue staffing the membership committee, now that Gigi has taken on a new endeavor of incorporating HIV prevention into the African American Health Initiative.

-Gwen mentioned that there have been some email difficulties due to the fact that there are two "Gwendolyn Smith's" in the City system. She asked members who are in the DPH system to send the email correspondence to "Gwen Smith" not "Gwendolyn Smith"

**2. Public Comment**

None

**3. Review/Approve June Minutes**

Minutes approved by consensus

**4. Process Evaluation Discussion**

-Kevin Roe facilitated a process evaluation discussion. He will include the results of this discussion in the Process Evaluation Report. Below are major points brought up by members:

-Frustration in lack of attendance by members of this committee. Some members expressed frustration that some members attend that full HPPC meeting, but do not attend their assigned committee meeting.

-Members are very concerned about the shortage in attendance. They fear they will have an extremely difficult time with the long-term recruitment. They would like to ask other committees, particularly the HIV Prevention Section and the Community Liaison Committee for support during the recruitment process.

-This committee would like to send letters to three members regarding attendance: LaMirdred, Jorge, and River.

**5. 2001 Recruitment Cycle**

**-Short term Recruitment-** Committee members agreed to have 5 Recruitment Packets for every council member at the July 12<sup>th</sup> HPPC meeting. These packets should include the application, a HPPC Meeting calendar, and a cover letter stating that we'd like people to apply ASAP, and stating some of the gaps we are looking to fill.

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-Committee members would like the short-term applicants (max 5) to be interviewed informally at the August 2<sup>nd</sup> membership meeting. Plan is to meet at 1PM and begin interviews at 1:15, then continue with the originally scheduled membership meeting. New applicants will be invited to stay for the meeting if they wish.

**-Review Member Selection Policy and Procedures-** Lisa handed out the Policy and procedures section on Membership selection and recruitment, and the section on parity/inclusion/representation. Members were encouraged to read these sections.

**Review Applications:** Applications were approved by consensus

**Review Interview Questions:** The interview questions from the April-May 2000 recruitment cycle were reviewed by members of the committee for use in the 2001 interviews. Members decided to omit questions # 6, 7 and 9. They would also like the interviews to last 15 minutes compared to last years' 30 minute interviews.

## **6. Orientation**

This item was postponed until the August 2<sup>nd</sup> meeting.

## **7. Select New Steering Representative**

Neither Robert, nor Michael, nor Gwen can attend the Steering meeting as a Steering rep. It was suggested that perhaps Ed would be interested. Robert agreed to call Ed to see if he was interested in the position.

## **8. Closing and Evaluation**

Meeting adjourned at 3:30 PM.

*Minutes prepared by Lisa Reyes, reviewed by Robert Gomez.*

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Membership Committee

Thursday, August 2nd, 2001

2:00-4:00 PM

25 Van Ness Avenue, Suite 330B

San Francisco

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### AGENDA

- |   |              |
|---|--------------|
| 1. Welcome and Announcements                          | 2:00-2:10 PM |
| 2. Public Comment                                     | 2:10-2:15 PM |
| 3. Approve July minutes (possible vote)               | 2:15-2:20 PM |
| 4. Applicant Interviews                               | 2:20-2:50 PM |
| 5. Discuss/Plan 2001 Recruitment Cycle                | 2:50-3:20 PM |
| 6. Discuss/Plan New Member Orientation                | 3:20-3:45 PM |
| 7. Select New Steering Representative (possible vote) | 3:45-3:55 PM |
| 8. Closing and Evaluation                             | 3:55-4:00 PM |

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## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Membership Committee Thursday, September 6th, 2001 2:00-4:00 PM 25 Van Ness Avenue, Suite 330B San Francisco

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#### AGENDA

- |   |              |
|---|--------------|
| 1. Welcome and Announcements                          | 2:00-2:10 PM |
| 2. Public Comment                                     | 2:10-2:15 PM |
| 3. Approve August minutes (possible vote)             | 2:15-2:20 PM |
| 4. Update on 2001 Long Term Recruitment               | 2:20-2:30 PM |
| 5. Discuss/Plan New Member Orientation                | 2:30-3:30 PM |
| 6. Select New Steering Representative (possible vote) | 3:30-3:50 PM |
| 8. Closing and Evaluation                             | 3:50-4:00 PM |

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## HIV PREVENTION PLANNING COUNCIL

### Membership Committee Action Minutes

Thursday, September 6th, 2001

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**Members Present:** Robert Gomez, Michael Meehan, Janetta Johnson, Amber L. Gray, Jenn Kaufman, Jorge Ortiz, Lisa Reyes

**Members Absent:** Gwen Smith, Ed Gallagher

**Guests:** Maria Castillo (Glide), Susan Shah (Glide)

#### 1. Welcome and Announcements

-Everyone introduced themselves.

#### 2. Public Comment

No public Comment

#### 3. Approve August Minutes

Minutes were approved by consensus

#### 4. Update on 2001 Long Term Recruitment

- This group agreed on extending the HPPC membership application deadline to September 14<sup>th</sup> in order to get more application in.
- Someone suggested stressing the importance of attendance and encouraged mentioning this during the interview with potential HPPC applicants.
- The group added "youth" and "researcher/epidemiologist" to the current gaps within the HPPC.
- Jenn mentioned reaching out to the Youth Council and asked the question: "Is the council ready to access youth?" The group briefly discussed barriers that could prevent the youth from participating at our meetings: daytime meetings, are issues discussed relevant to youth, school credit, etc.
- Someone suggested having youth come as a group to an HPPC meeting and speaking up at public comment and advocate for youth relevant issues at the HPPC. The group agreed.
- Up to 14 new members will be recruited during this new cycle.

#### 5. Plan New Member Orientation

- Two preliminary dates were set for the new member orientation, which will be approximately 3 hours long: Tuesday Oct. 16<sup>th</sup> from 3-6, and Monday Oct. 22<sup>nd</sup> from 10-1pm as the make-up date.
- Lisa will put together a draft outline and present it to the group at the next meeting.
- Next meeting: discuss mentorship component.

#### 6. Select New Steering Representative

- Michael Meehan has agreed to be the membership committee representative for the Steering Committee. Thanks Michael!

Meeting adjourned at 3:50 PM

*Minutes prepared by Lisa Reyes, reviewed by Robert Gomez*

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**HIV PREVENTION PLANNING COUNCIL (HPPC)****Membership Committee****Thursday, October 4th, 2001****2:00-4:00 PM****25 Van Ness Avenue, Suite 330B****San Francisco****AGENDA**

- |   |              |
|---|--------------|
| 1. Welcome and Announcements                        | 2:00-2:10 PM |
| 2. Public Comment                                   | 2:10-2:15 PM |
| 3. Approve September minutes (possible vote)        | 2:15-2:20 PM |
| 4. HPPC New Member Selection Process(possible vote) | 2:20-2:40 PM |
| 5. Discuss/Plan New Member Orientation              | 2:40-3:50 PM |
| 6. Closing and Evaluation                           | 3:50-4:00 PM |

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
Action Minutes**

**Thursday, October 4<sup>th</sup>**

**Members Present:** Janetta Johnson, Jenn Kaufman, Gwen Smith, Michael Meehan, Robert Gomez

**Members Absent:** Ed Gallagher, Amber Lynn Grey

**Support Staff:** Lisa Reyes(AO), Kevin Roe (CHSG)

**Guest:** Bobbie Jean Baker

**1. Welcome and Announcements**

- Kevin passed out results of the interviews of HPPC members conducted by the CHPG.
- Lisa announced that Ed Gallagher would not be able to attend today's meeting
- The committee was reminded that the October 11<sup>th</sup> HPPC meeting will be held at Instituto Familiar de la Raza.

**2. Public Comment**

No public comment

**3. Approve September Minutes**

The September minutes were approved with no changes.

**4. HPPC New Members Selection**

The committee discussed the new member selection process. The committee agreed on the following unanimously:

The following people have been selected for a seat on the HPPC:

Ronnie "Chata" Ashley  
Ari Backrach  
Maria Odelia Castillo  
Armel A. Crocker  
Lisa Fitzpatrick  
Paul Harkin  
Thomas Knoble  
Marcel Miranda  
Israel Nieves-Rivera  
Ken Pearce  
Rebecca Rodriguez  
Mike Schement  
Hank Wilson

The following person/people will be recommended a seat on a committee:  
Charles Clary

The following person/people withdrew their application:  
Joao Carlos de Sales

The following person/people will be re-interviewed due conflict of interest:

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Patrick R. Stephens

The following person/people are not recommended a seat on the council at this time:

Billie-Jean Kanios

Bobbie Jean Baker (no show for interview)

Guy Richard Phillips (no show for interview)

Susan Shah (no show for interview)

This committee also discussed Jorge Ortiz' letter regarding a leave of absence from the council. The committee agreed on the following: this committee did not approve Jorge's leave of absence. It was suggested, that once he is in better health, he can join a committee of the HPPC. Once his attendance has stabilized, he can reapply to the HPPC. The committee approved this unanimously.

5. Discuss/Plan New Member Orientation

-The committee agreed to reschedule the new member orientation from October 26<sup>th</sup> until Nov. 1<sup>st</sup>. This committee also agreed that they would like to have part of the orientation during the Nov. 8<sup>th</sup> full HPPC meeting.

-In order to further develop the plans for the orientation training, this committee has set up an additional meeting on Monday October 15<sup>th</sup> from 1:30 – 3:30 PM.

This meeting adjourned at 4:10 PM

*Minutes by Lisa Reyes, reviewed by Robert Gomez*

Membership Committee

Thursday, December 6<sup>th</sup>, 2001

2:00-4:00 PM

25 Van Ness Avenue, Suite 330B

San Francisco

AGENDA

- |  |              |
|--|--------------|
| 1. Welcome and Announcements               | 2:00-2:10 PM |
| 2. Public Comment                          | 2:10-2:15 PM |
| 3. Approve October minutes (possible vote) | 2:15-2:20 PM |
| 4. Debrief Orientation                     | 2:20-2:50 PM |
| 5. Review Gaps in Membership               | 2:50-3:20 PM |
| 6. Discuss Next Step: Trainings            | 3:20-3:50 PM |
| 7. Closing and Evaluation                  | 3:50-4:00 PM |

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**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Membership Committee**  
**Action Minutes**

**Thursday, December 6<sup>th</sup>**

**Members Present:** Janetta Johnson, Michael Meehan, Robert Gomez

**Members Absent:** Ed Gallagher, Amber Lynn Grey, Jenn Kaufman, Gwen Smith,

**Support Staff:** Lisa Reyes(AO)

**1. Welcome and Announcements**

The committee quickly debriefed on November HPPC meeting.

**2. Public Comment**

No public comment

**3. Approve October Minutes**

The October minutes were approved with no changes.

**4. Debrief Orientation**

This committee debriefed the Nov 2001 new member orientation for the new members of the HPPC and agreed that it was a success. Members of this committee felt that a brief concise orientation is better than a long one.

It was brought up that Patrick Stephens did not attend the orientation, nor has he attended any HPPC meeting since his appointment. Lisa mentioned that both she and Betty have tried to contact him, but have not been able to. This committee agreed that they would like to remove him from the HPPC. Lisa agreed to take this matter to the next Steering committee meeting.

**5. Review Gaps in Membership**

The committee reviewed its current roster of members and identified an epidemiologist as a gap in membership. This committee agreed that they would like to recruit an epidemiologist at the start of 2002.

This committee agreed to review the gaps in membership again in June of 2002

**6. Discuss Next Steps: Trainings**

Trainings that is committee discussed for 2002 are:

Parliamentary Procedure

Cross Cultural Communication

Epi/Stats

**7. Closing and Evaluation**

This meeting adjourned at 3:45 PM

*Minutes by Lisa Reyes, reviewed by Robert Gomez*

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**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Membership Committee**  
**February 14, 2002**  
**3:00 - 4:15pm**  
**25 Van Ness Avenue, Suite 330B**  
**San Francisco**

---

**AGENDA**

- |   |           |
|---|-----------|
| 1. Welcome, Introduction and Announcements  | 3:00-3:10 |
| 2. Public Comment   | 3:10-3:20 |
| 3. Scope of Work & Timeline (possible vote)   | 3:20-3:40 |
| 4. Elect Committee Chair/Co-chairs (possible vote) &<br>-Community Members Discussion<br>-Roles & responsibilities of members & staff | 3:40-3:50 |
| 5. Select Regular Meeting Time (possible vote)  | 3:50-4:00 |
| 6. Process Evaluation Discussion  | 4:00-4:10 |
| 7. Closing and Evaluation   | 4:10-4:15 |

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**next meeting will be ??????????????????????**

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Action Minutes

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February 14, 2002

3:00 - 4:30 PM

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Members Present: Janetta Johnson, Robert Gomez, Gwen Smith, Gayle Burns

Members Absent: Ken Pearce

Support Staff: Lisa Reyes, Betty Chan Lew

Consultant: Kevin Roe

Welcome, Introduction and Announcements:

Everyone introduced themselves.

Public Comment:

No public comment.

Scope of Work & Timeline:

Lisa handed out the Proposed 2002 Scope of Work for HPPC (which includes all committees) and went over the roles and responsibilities of the Membership Committee.

One of the roles and responsibilities of the Membership Committee is to recruit new members for the Council. There are currently 11 members whose term will be expiring on July 31, 2002 and one member on December 31, 2002. Kevin Roe suggested taking a poll of those members to see if they are planning to renew their membership. This would give the Committee an idea of how many new members are needed and with gaps of expertise they should filled. The Council is still lacking representatives from the following categories: school district, youth, and epidemiology.

Robert suggested helping the Council members with training needs. Lisa also suggested surveying members to see what kind of trainings they are interested in. A few members suggested having another diversity training before June, possibly by Robin Ortiz Young.

All members unanimously agreed not to use Robert's Rules of Order at the Membership Committee meetings. Decisions will be made by consensus.

Election of Committee Chair/Co-Chair:

The members elected Robert Gomez and Gwen Smith to be the Co-Chairs of the Membership Committee. Robert will facilitate Membership Committee meetings and Gwen will represent at the Steering Committee meetings. Congratulations to Gwen and Robert!

Selection of Regular Meeting Time:

The members decided to meet every month as follows:

March 7, April 11, May 2, June 13, July 4 (Holiday - need to find an alternate date), August 8, September 5, October 10, November 7, and December 12 from 3:00 - 4:30 PM at the AIDS Office.

Process Evaluation Discussion:

Kevin Roe from the CHSG discussed with this committee different ways that this committee could evaluate itself. This committee agreed that they would like to evaluate their meeting process by the use of monthly evaluation forms, including a section on three words.

Closing Notes and Evaluation:

This committee asked to review the section titled "Honoraria" of the Bylaws/Policies and Procedures manual at the next meeting.

Meeting adjourned at 4:15 PM.

Minutes prepared by Betty Chan Lew.

Minutes reviewed by Lisa Reyes and Robert Gomez.

**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Membership Committee**  
**March 7, 2002**  
**3:00 - 4:30pm**  
**25 Van Ness Avenue, 5<sup>th</sup> Fl Conference Room**  
**San Francisco**

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**AGENDA**

- |   |           |
|---|-----------|
| 1. Welcome, Introductions and Announcements   | 3:00-3:10 |
| 2. General Public Comment   | 3:10-3:20 |
| 3. Review and Approval of February 14 Minutes (Vote)  | 3:20-3:25 |
| 4. Report from Steering Committee   | 3:25-3:30 |
| 5. Discussion on Developing Method of Determining Cultural Competence Needs of HPPC (Possible Vote) | 3:30-3:50 |
| -Set preliminary date for Diversity Training  |           |
| -Discuss Possible Venues for training to take place   |           |
| -Discuss Facilitators   |           |
| 6. Recruitment (Possible Vote)  | 3:50-4:10 |
| -Update on HPPC Member Composition  |           |
| -Review Current application/brochure and update if necessary  |           |
| -Determine which members will be re-applying to council   |           |
| -Develop preliminary timeline for recruitment   |           |
| 7. Discussion on Honoraria from HPPC P&P Manual   | 4:10-4:20 |
| 8. Closure and Evaluation   | 4:20-4:30 |

**Next meeting will be April 11, 2002 from 3:00-4:30 PM.**

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Action Minutes

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March 7, 2002

3:00 - 4:30 PM

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Members Present: Gwen Smith, Gayle Burns, Ken Pearce (by phone)

Members Absent: Janetta Johnson, Robert Gomez

Support Staff: Eileen Loughran, Betty Chan Lew

Consultant: Kevin Roe

Welcome, Introduction and Announcements:

Everyone introduced themselves. Ken Pearce participated in the meeting via conference call.

Since Kevin Roe will not be attending the Membership Committee meeting each month, he came to drop off the meeting evaluation forms for the next six months.

Public Comment:

No public comment.

Review and Approval of February 14 Minutes:

There was no quorum, so this agenda item will be forwarded to the April 11 meeting.

Report from Steering Committee:

Gwen reported back to the Membership Committee.

- Steven expressed the need to put together a timeline/calendar to work out the meeting dates in July & August. The HPPC will be working on the Cooperative Agreement, and will need to allow time for the Council to vote on it and make any changes if necessary before deadline.
- Biosketches - It was brought up that this would be a good way for members to get to know each other and learn about what each member brings to the council. The Co-Chairs will come up with a format. Process evaluation has done these biosketches for council members in the past, so they will take the lead on this. This was agreed on by consensus.

- Israel had concerns about how we determine how competent the council is in regards to diversity. The issue of needs assessment was discussed. Tracey mentioned that this is a Membership Committee issue, as it is part of their scope of work.

#### Discussion on Developing method of Determining Cultural Competence Needs of HPPC:

Members agreed to do needs assessment prior to planning the training. The Committee will discuss who can assist with this process at the next meeting.

Ken brought up a discussion about changing the word "cultural competency" to a different term.

Gwen suggested including the question about what cultural competency means in the needs assessment.

The group also discussed possible facilitators for the training. Ken will contact Jim Dilly from AIDS Health Project and Norm Nickens from the Department of Public Health Equal Employment Opportunity. Gayle will contact Pat Norman from ICHO for ideas. She will also get information about a training she took called "Undoing Racism", that she thought was very thorough and informative. *Update: Undoing Racism training was conducted by People Institute West.* Gwen suggested that the training should not be mandatory. Eileen told the group about a training she recently attended at the STD training center. The training was called "Beyond Diversity" and was facilitated by Robin Ortiz-Young.

#### Recruitment:

An updated on member composition will be available at the next Membership Committee meeting.

The current HPPC brochure was reviewed, and it was agreed not to reprint it since there was only a minor change about the meeting schedule. Affixing labels with the corrected schedule will be sufficient.

Betty will e-mail all 12 members regarding their continued membership on the Council.



An agenda item on developing preliminary timeline for recruitment will be discussed at the next meeting.

It was also mentioned that the group may need to reschedule their monthly meetings. This will be discussed at the next meeting.

Discussion on Honoraria from HPPC P&P Manual:

This document was requested at the February 14 meeting so the Committee could review the honoraria procedures. It was suggested that the Committee might use honoraria as a tool to recruit new members.

Meeting adjourned at 4:15 PM.

Minutes prepared by Betty Chan Lew.

Minutes reviewed by Eileen Loughran and Gwen Smith.

Next meeting is Thursday April 11, 2002 from 3:00-4:30 PM.



# San Francisco Department of Public Health

## HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

April 11th, 2002

3:00 - 4:30pm

25 Van Ness Avenue, Suite 710

San Francisco

### AGENDA

Welcome, Introductions and Announcements 3:00-3:10 PM

(REMINDER: Co-Chair elections)

2. General Public Comment 3:10-3:15 PM

Review and Approval of 2/14 and 3/7 Minutes (Vote) 3:15-3:20 PM

4. Report from Steering Committee 3:20-3:25 PM

Recruitment (Possible Vote) 3:25-3:40 PM

-Update on HPPC Member Composition

-Develop preliminary timeline for recruitment

Diversity Training (Vote) 3:40-3:55 PM

-Discussion of developing methods for determining cultural competency

needs of the council (needs assessment)

-Update from members who made calls to facilitators?

-Discussion of who should be invited to the training

-Discuss logistics of training (date/time/location)

-Should training be mandatory?

7. Process Evaluation Discussion (Possible Vote) 3:55-4:10 PM

8. Closure and Evaluation 4:10-4:15 PM

Next meeting will be May 2nd, 2002 from 3:00- 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Action Minutes

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April 11, 2002

3:00 - 4:30 PM

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Members Present: Gwen Smith, Janetta Johnson, Gayle Burns, Ken Pearce, Robert Gomez

Support Staff: Lisa Reyes, Betty Chan Lew

Consultant: Kevin Roe

Welcome, Introduction and Announcements:

Betty announced that there may be a call for nominations for the Community Co-Chair position. A formal call for nominations will be sent out after the Co-Chairs meeting on April 18. The election of the Community Co-Chair will be at the May 9<sup>th</sup> full Council meeting.

There is a conflict for some members to meet monthly so Lisa asked the Committee to reconsider the meeting schedule. The group decided to meet monthly unless there are not enough agenda items.

Public Comment:

No public comment.

Review and Approval of 2/14 and 3/7 Minutes:

The minutes were approved by consensus.

Report from Steering Committee:

- Janetta has resigned as a Community Co-Chair; however, she will remain on the Council as a member.
- The Process Evaluation Team will conduct two one-hour facilitation trainings at the beginning of Steering Committee meetings starting in May. This training is available to the chairs & co-chairs of all committees.
- Steven Tierney mentioned the need to fill the now vacant Co-Chair seat for the council. A council member must have served six months to be eligible for Co-Chair seat. The possibility of leaving the seat vacant until

July was discussed, as was having an Interim Co-Chair until July. The decision will be made at the Co-Chairs meeting on April 18.

- The Epi Chapter's census and co-factor information will be updated from the 2001 HIV Prevention Plan.

#### Recruitment:

Betty took a poll of the 12 members whose term expiring 2002. Eleven members will continue their membership. The Council will have 31 members as of August 1, 2002. Lisa noted that the membership of the Council is within CDC guidance and asked the Committee to consider if it is necessary to do a long-term recruitment this year. The Committee decided not to have a long-term recruitment but, agreed to do on-going recruitment as necessary.

The Committee also agreed that there were gaps in the HPPC for the following populations: Transgendered persons, youth, HIV positive women, HIV positive African American and Latino males.

Per Ken's request, Lisa will provide a quick overview of San Francisco, and the HIV epidemic at the next Membership meeting.

#### Diversity Training:

The Process Evaluation Team will assist with the needs assessment. With suggestions from this group, Kevin Roe will prepare a draft copy of the needs assessment. The needs assessment will be done by e-mail, except for one member who does not have a computer. The preliminary results of the needs assessment will be presented at the May 2<sup>nd</sup> Membership meeting.

Regarding facilitator selection, the group decided to wait until the results from needs assessment. At that time the Committee will have an idea of which facilitator will be best for the training. In the mean time, Ken and Janetta suggested inviting Norm Nickens, Director of DPH EEO, to the next Membership meeting, and the group agreed. Norm could provide some insight as to what kind of training would benefit the HPPC the most.

The group suggested including community members and HPS staff at this training. The decision of inviting consultants will be forwarded to the Steering Committee.

Meeting adjourned at 4:30 PM.

Minutes prepared by Betty Chan Lew.

Minutes reviewed by Lisa Reyes and Robert Gomez.

Next meeting is Thursday May 2, 2002 from 3:00-4:30 PM.





**HIV PREVENTION PLANNING COUNCIL (HPPC)**

**Membership Committee**

**June 13, 2002**

**3:00 - 4:30pm**

**25 Van Ness Avenue, Suite 710**

**San Francisco**

**AGENDA**

- |  |              |
|--|--------------|
| 1. Welcome, Introductions and Announcements  | 3:00-3:10 PM |
| 2. General Public Comment  | 3:10-3:15 PM |
| 3. Co-Chairs Election  | 3:15-3:25 PM |
| 4. Review and Approval of April 11 Minutes (Vote)  | 3:25-3:30 PM |
| 5. Report from Steering Committee  | 3:30-3:35 PM |
| 6. Discuss July Membership Committee Meeting Date  | 3:35-3:40 PM |
| 7. Process Evaluation Discussion (Possible Vote)   | 3:40-3:55 PM |
| 8. Diversity Training Update (Possible Vote)<br>Refresh from last year training<br>Discuss possible date/facilitator/food            | 3:55-4:10 PM |
| 9. Membership (recruitment) Update (Possible Vote)<br>Amber Gray attendance<br>Epi update on San Francisco<br>Membership composition | 4:10-4:25 PM |
| 10. Closure and Evaluation   | 4:25-4:30 PM |

**July meeting to be determined.**

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

June 13, 2002

3:00 – 4:30PM

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Members Present: Gwen Smith, Gayle Burns, Kevin Roe, Robert Gomez

Support Staff: Betty Chan Lew (AO), Lisa Reyes (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
2. General Public Comment
  - No Public Comment
3. Co-Chairs Election
  - Gail Burns elected to serve as co-chair with Robert Gomez
4. Review and Approval of April 11 Minutes (Vote)
  - Minutes from April 11 approved
5. Gwen Smith reports on May 24 Steering Committee
  - 80 Population Assessment Surveys were sent local HIV service providers, 20 completed surveys were returned.
  - The Community Liaison Committee will be in the Bayview, South of Market, Treasure Island and Tenderloin to do assessments.
  - Discussion on the number of absences that a committee member is allowed before they lose their seat on the committee.
6. Discuss July Membership Committee Meeting Date

- The July Membership Committee meeting will take place on Thursday July 18 from 1:30 – 3:00 PM. The meeting was moved from the 4 because of the holiday.

#### 7. Diversity Training Update

- This years diversity training should focus on learning different cultural styles, diversity/cross cultural training.
- Possible dates to hold the training are September 12 or 26. A possible location to hold training is a meeting room at the LGBT Cultural Center or perhaps someplace in the Presidio. Research will be made into the availability/feasibility of the dates and location.
- A light breakfast will be provided consisting of coffee, bagels, doughnuts etc. Lunch will come from El Pollo Supremo Restaurant.
- The results of the April 27, 2001 Diversity Training were passed around and discussed by committee.
- Recommendations for the training will be given to the Steering Committee for approval.

#### 8. Membership (recruitment) update

- Robert Gomez reported that several attempts have been made to contact Amber Gray including calling her listed contacts, all to no avail. Next, written notice will be sent to her warning that if she does not make contact soon, she will be removed from the council.
- A short presentation was made on the population and ethnicity levels in San Francisco. The presentation also included the current HIV and STD rates and trends in the City.
- As of August, the HPPC will have 26 members. A draft listing a breakdown of the gender, age, and race of the council was given out. The council will aim to recruit new members that are under age 25. Discussion was given as to possible organizations to target for recruitment.

#### 9. Process Evaluation

- Kevin Roe presented a list of the HPPC members that are up for re-applying for the council. The list also included the attendance levels for the members. There was discussion on how to handle members with low attendance.

## 10. Closure and Evaluation

- Kevin Roe did a check-in with members to determine how they are feeling about the committee and what they would like from the council. Members reported that they would have liked a greater response from the Needs Assessment Survey.



HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

July 18<sup>th</sup>, 2002

1:30-3:00PM

25 Van Ness Ave, 5<sup>th</sup> floor, Conf. Room  
San Francisco

AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introductions and Announcements  | 1:30-1:40 PM |
| 2. General Public Comment  | 1:40-1:45 PM |
| 4. Review and Approval of June Minutes (Vote)  | 1:45-1:50 PM |
| 5. Report from Steering Committee  | 1:50-1:55 PM |
| 6. Discuss Future Membership Committee Meeting Date (Vote)   | 1:55-2:05 PM |
| 8. Diversity/Cross Cultural Comm. Training Update (Vote)<br>Discuss facilitator/food<br>Divide Tasks   | 2:05-2:30 PM |
| 9. Membership (recruitment) Update (Vote)<br>Review applications (if any)<br>Recruit members to interview<br>Discuss orientation for new members | 2:30-2:55 PM |
| 10. Closure and Evaluation   | 2:55-3:00 PM |

August Meeting TBD

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

July 18, 2002

1:30 – 3:00PM

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Members Present: Gwen Smith, Gayle Burns, Ken Pearce, Robert Gomez

Support Staff: Lisa Reyes (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
2. General Public Comment
  - No Public Comment
3. Review and Approval of June Minutes
  - June minutes approved
4. Report from Steering Committee
  - The Steering Committee discussed the upcoming diversity training and made some suggestions including holding the training on September 26
5. Schedule Future Membership Committee Meeting Dates
  - Starting in August, Robert Gomez will not be able to attend the committee meetings as scheduled due to a conflict with work. As a result, the dates for the upcoming membership committee meetings will be changed to September 5<sup>th</sup> from 1:00 – 2:30PM and November 7<sup>th</sup> from 1:00 – 2:30PM.
6. Diversity/Cross Cultural Committee Training Update
  - The diversity training will be held on September 26 from 9:00AM – 4:00PM at Bill Graham Auditorium. During the last week of July or the

first week of August, Lisa Reyes and Betty Chan Lew will go to the auditorium to check out the facilities. Betty will send an e-mail to the members of the committee to let them know of the exact date.

- A facilitator for the meeting is still being chosen. Lisa reported that Todos Institute will provide a facilitator for \$1000 a day, there is also Peoples Institute West, which will facilitate for \$1500. A decision on the facilitator will have to be made soon. A potential of 28 people from the HPPC could be attending the training.
- The committee has chosen to use a vendor to provide breakfast. Java City will provide breakfast, which will consist of juice, decaffeinated coffee, fruit and bagels. Lunch for the training will now be provided by Stir Restaurant instead of El Polo Supremo Restaurant. Betty will e-mail a copy of the menu to committee members.
- Members of the membership committee will arrive at Bill Graham auditorium half an hour early to set up for the training.

#### 7. Membership Update

- By the end of the day, Thursday July 18<sup>th</sup>, three applicants had been interviewed for the council. Applicants meet with one staff member and one council member.
- On July 8<sup>th</sup> applications for the council were sent to all agencies that receive DPH funding. The deadline for applicants to submit their paperwork is July 31. More interviews will take place in August, with the intent of having orientation in October. The length of orientation training is still being decided.
- The council can have up to 34 members; the current gaps in the HPPC are: HIV positive individuals, Transgender people, African Americans, Latinos, IDUs, and youth.

#### 8. Attendance Policy

- There was a discussion on what qualifies as an excusable absence from a council meeting. The Membership committee will ask the Steering committee for to come up with more clearly defined rules on missing meetings and scheduling conflicts.

#### 9. Closure and Evaluation

- Next Membership committee meeting will be August 8<sup>th</sup> from 3:00 – 4:30PM

HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

August 8th, 2002

3:00-4:15PM

25 Van Ness Ave, Suite 710

San Francisco

AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introductions and Announcements              | 3:00-3:10 PM |
| 2. General Public Comment                                | 3:10-3:20 PM |
| 3. Review and Approval of July Minutes (Vote)            | 3:20-3:25 PM |
| 4. Report from Steering Committee                        | 3:25-3:35 PM |
| 5. Diversity/Cross Cultural Comm. Training Update (Vote) | 3:35-3:50 PM |
| 6. Membership (recruitment) Update (Vote)                | 3:50-4:10 PM |
| Orientation Planning Discussion                          |              |
| 7. Closure and Evaluation                                | 4:10-4:15 PM |

Next Meeting is September 5<sup>th</sup> from 1-2:30 in 330A

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

August 8, 2002

3:00– 4:15PM

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Members Present: Gwen Smith, Gayle Burns, Ken Pearce, Robert Gomez, Kevin Roe, Janetta Johnston, Lisa Reyes (AO)

Professional Staff: Betty Chan Lew (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introductions, and Announcements
  - Lisa announced that the upcoming United States Conference on AIDS (USCA) will take place in Anaheim, California this year.
2. General Public Comment
  - No Public Comment
3. Review and Approval of July 18 Minutes
  - July minutes were approved
4. Report from Steering Committee
  - Gail reported that Steering will be discussing the possibility of switching to monthly HPPC meetings in 2003.
5. Diversity/Cross Cultural Committee Training Update
  - Betty reported that she, Lisa, and Gayle went to Bill Graham Auditorium last week for a tour of the facility. They reported that they have reserved a room on the 3<sup>rd</sup> floor for the Diversity training.
  - Todos Institute will facilitate the training at a cost of \$1,000 per trainer. Robert suggested that members of the committee meet with

representatives of Todos Institute for an hour to discuss how they will handle facilitation of the training. Lisa said she will contact the Todos institute to plan this.

- Lisa went over a tentative agenda for the training. She also reported that Betty is trying to get a sense of how many people will be coming by sending an e-mail to Council members. So far, most council members, four Prevention Section staff, and 1 consultant will be attending the training.
- Java City will provide breakfast and afternoon snacks. Lunch will be catered by Stir and a possible menu was discussed.
- During last year's diversity training, attending council members brought with them something personal that reflected their cultural to share with the rest of the group. Betty and Lisa will draft a letter urging members to do the same at this year's training.

#### 5. Membership Recruitment Update

- Betty reported that the council has received 11 applications to date; of that 7 people have been interviewed and more are set for next week. Betty is still trying to contact two of the applicants to schedule interviews.
- The goal is to have new council members start their provisional 2 month term in November of this year, and officially begin their 2 year term in January 2003. This idea was voted on and approved by the committee.
- The committee agreed to select new members at the September 5 Membership Committee meeting.

#### 6. Closure and Evaluation

- The meeting adjourned at 4:15 PM.

**HIV PREVENTION PLANNING COUNCIL (HPPC)****Membership Committee****September 5th, 2002****1:00-2:30PM****25 Van Ness Ave, 330A****San Francisco****AGENDA**

- |  |              |
|--|--------------|
| 1. Welcome, Introductions and Announcements                          | 1:00-1:10 PM |
| 2. General Public Comment  | 1:10-1:20 PM |
| 3. Review and Approval of August Minutes (Vote)                      | 1:20-1:25 PM |
| 4. Report from Steering Committee                                    | 1:25-1:35 PM |
| 5. Diversity/Cross Cultural Comm. Training Update (Vote)             | 1:35-1:50 PM |
| 6. Membership (recruitment) Update (Vote)<br>Select New HPPC Members | 1:50-2:20 PM |
| 7. Closure and Evaluation  | 2:20-2:30 PM |

**Next Meeting is October 10<sup>th</sup> from 3-4:30 in Suite 710**

**NOTE: All meetings are open to the public and are held in handicapped accessible facilities.  
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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee

Minutes

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September 5, 2002  
1:00– 2:30PM

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Members Present: Gwen Smith, Gayle Burns, Ken Pearce, Robert Gomez, Lisa Reyes

Members Absent: Janetta Johnson

Professional Support Staff: Kevin Roe, Betty Chan Lew, Stacy Gratton

1. Welcome, Introduction, and Announcements
  - Gwen was pleased to announce that over 250 people were in attendance for the HIV/AIDS meeting at the Bayview Opera House.
2. General Public Comment
  - No Public Comment
3. Review and Approval of August 8 Minutes
  - August minutes were approved
4. Report from Steering Committee
  - Trend Analysis and Population Assessment had recommended doing a Needs Assessment for the SWANA, South West Asian/North African, community. This recommendation was denied, supporters will propose it again at a future council meeting.
  - Starting in January 2003, the HPPC will begin to have monthly 3 hour meetings.
5. Diversity/Cross Cultural Committee Training Update
  - Todos Institute will do facilitation for the training. The facilitator will be unavailable to meet with committee members to discuss the agenda until after

September 9. Lisa will e-mail committee members to let them know when the meeting has been set.

- Lisa passed around a copy of Todos Institute's philosophy as well as a brief letter asking council members to bring something to the training representing their culture and family.
- E-mails have been sent to council members asking if they will be attending the training. So far, 16 members have responded "yes", 3 have responded "no", and 5 members are "undecided". In addition to council members, 5 support staff members will be attending. Betty listed the names of council members that will not be in attendance.
- Betty reported that Stir Restaurant has said that it could also do the catering for breakfast in addition to lunch. Stir provided a copy of their breakfast menu, which Betty read to the committee. The committee discussed the breakfast and lunch menus available at Stir Restaurant. Betty will make final decisions on the menu at the start of next week. Breakfast will be served at 8:30AM, the training will begin at 9:00 AM and lunch will be served at noon.

#### 6. Membership Recruitment Update

- Nine applicants were interviewed for the HPPC Council. Lisa passed around the applications and resumes of those interviewed. Committee members discussed the applicants based on criteria such as life and work experience, age, ethnicity, sexual orientation and how they interviewed. The applicants were then voted as follows: Frank Strona "approved"; Andre Roberson "approved"; Edward T. Byrom "approved"; Joani Marinoff "approved"; Aaron J. Cohen "approved"; Barbara Adler "approved" (she received 1 "no" vote and 1 "abstention"); William Cochrane "approved"; Michael Cooley "approved"; Larry Douglas Homes "not approved, but recommend for committee membership as community member."
- Betty passed around copies of letters of appointment and non-appointment, which will be sent to applicants, and the committee discussed them. She informed them that this is the letter that goes to Mitch Katz for signature.

#### 7. Closure and Evaluation

- Next Membership Committee meeting will be October 10<sup>th</sup> from 3 – 4:30PM and will focus on orientation training for new members.
- Meeting concluded at 2:30PM.

HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
October 10, 2002  
3:00 - 4:30 PM  
25 Van Ness Ave, Suite 710  
San Francisco

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AGENDA

- |   |              |
|---|--------------|
| 1. Welcome, Introductions and Announcements                                   | 3:00-3:10 PM |
| 2. General Public Comment   | 3:10-3:20 PM |
| 3. Review and Approval of September 5 Minutes (Vote)                          | 3:20-3:25 PM |
| 4. Diversity/Cross Cultural Comm. Debrief and Next Steps (Vote)               | 3:25-3:50 PM |
| 5. New Membership Orientation Discussion (Vote)<br>- November 14 HPPC Meeting | 3:50-4:20 PM |
| 6. Closure and Evaluation   | 4:20-4:30 PM |

**Next Meeting is November 7, 2002 from 1:00 - 2:30 PM in Suite 710**

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

October 10, 2002  
3:00 – 4:30PM

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Members Present: Gayle Burns, Ken Pearce, Lisa Reyes  
Professional Support Staff: Kevin Roe, Betty Chan Lew, Stacy Gratton (Minute-Taker)  
Guest: Vanessa Lee (AO intern)

1. Welcome, Introduction, and Announcements
  - Gayle Burns chaired the meeting.
2. General Public Comment
  - No Public Comment
3. Review and Approval of September 5 Minutes
  - The September minutes could not be approved because there was no quorum. This item will be referred to November 7 meeting.
4. Diversity/Cross Cultural Training Debrief
  - A total of 21 people attended the September 26, 2002 diversity training, including 15 members and 6 professional staff. The focus of the training was on getting to know each other, group dynamics and sharing about yourself. Evaluation results from the training were passed around.
  - Ken recommended that at the introduction and announcement phase of all HPPC committee meetings, everyone present should share something personal about themselves. With this, everyone at the Membership meeting proceeded to say something about them that people wouldn't be able to tell by looking at them. By sharing something personal, it is hoped that members would get to know each other better.
  - Lisa felt that for future diversity trainings, the facilitator should first attend at least one council meeting in order to get a better idea of how

members interact with each other. The committee discussed holding the next diversity training in March 2003 at a location with windows.

5. New Member Orientation Discussion

- Kevin presented the results of a survey of people's feelings and attitudes on orientation training: how long training should last, the topics to be covered, and whether new members should have mentors on the council. Most council members felt that the short one day training was not adequate for new members.
- The eight new members will start their 2 month provisional period in November and December. Their official term will start in January 2003. Betty will call new members one week prior to November 14 HPPC meeting to check in with them. The committee discussed asking the new members to arrive half an hour early for the November 14 meeting. Arriving early would give them time to be oriented on what topics will be discussed and what will happen at the meeting. The new members would also be asked to stay half an hour late after the meeting concludes.
- Update: The orientation date is set for November 7 from 11:30 – 1:00 PM at the AIDS Office.

6. Closure and Evaluation

- Evaluation forms were returned and the meeting concluded at 4:20PM.

5  
02  
HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

November 7, 2002

1:00 - 2:30 PM

25 Van Ness Ave, Suite 710

San Francisco

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AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introductions and Announcements                  | 1:00-1:10 PM |
| 2. General Public Comment                                    | 1:10-1:20 PM |
| 3. Review and Approval of 9/5/02 and 10/10/02 Minutes (Vote) | 1:20-1:25 PM |
| 4. New Membership Orientation Next Steps (Vote)              | 1:25-1:50 PM |
| 5. Diversity/Cross Cultural Communication Next Steps (Vote)  | 1:50-2:10 PM |
| 6. 2003 Brainstorm (Possible Vote)                           | 2:10-2:20 PM |
| 7. Closure and Evaluation                                    | 2:20-2:30 PM |

**Next Meeting is December 12, 2002 from 3:00 - 4:30 PM in 5<sup>th</sup> FI Conference Rm**

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

November 7, 2002  
1:00– 2:30PM

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Members Present: Gayle Burns, Ken Pearce, Gwen Smith, Lisa Reyes, Janetta Johnson

Members Absent: Robert Gomez

Professional Support Staff: Betty Chan Lew (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
  - Gayle Burns chaired the meeting.
  - The committee began by everyone present reveling something "down and dirty" or personal about themselves.
  - Lisa announced that Robert had e-mailed her to say that he will try to make it to the next Membership Committee meeting.
2. General Public Comment
  - No Public Comment
3. Review and Approval of 9/5/02 and 10/10/02 Minutes (*vote*)
  - The minutes for the September and October meetings were reviewed and approved by the committee.
4. Report from the Steering Committee (*not listed on agenda*)
  - Gail reports that the Population Assessment and Trend Analysis Committee made the decision not to do a Needs Assessment survey of the SWANA (South West Asian/North African) community.

- The next Steering Committee meeting will focus on the Epidemiological Chapter of the Addendum to the 2001 San Francisco HIV Prevention Plan.
  - Steering had discussed which committees will continue in 2003 and what issues they will work on.
5. New Membership Orientation Next Steps (*vote*)
- The committee members had just come from the new member orientation and they discussed who had attended the training. Members of the committee felt that the orientation went well even though it started late and they had to rush through some of the information.
  - The committee discussed the idea of training the new members on "Robert's Rules". They might want to have a "brown bag" lunch meeting for the new council members to teach them about Epidemiology as well as Robert's Rules of Order.
  - Members of this committee agreed that Make-Up Orientation and Brown Bags should be planned/facilitated by HPS staff.
6. Diversity/Cross Cultural Communication Next Steps (*vote*)
- This body agreed that the follow-up diversity/cross-cultural communication training should take place in early 2003 (perhaps March or April)
  - Gwen talked about having the facilitator of the next diversity training come sit in on a council meeting in order to better understand how council members interact with each other.
  - The Committee discussed which council meeting would be best for the diversity facilitator to attend and the possibility of making the next training pot luck instead of being catered.
7. 2003 Brainstorm (*possible vote*)
- Members agreed that they would like future council meeting to include an ice-breaker/getting to know you activity at the top of each agenda.
  - Members felt that it is important to make sure that there should be a greater diversity to the council.

- Janetta expressed feelings of frustration on the perceived lack of understanding of the transgender community by some HPPC members. She felt that some council members don't fully appreciate the prejudice faced by transgender people or people of color. She also felt that transgender people should play a greater role on the council, and that future diversity training include more gender issues.
- Members agreed that future Diversity Trainings should focus on cross cultural communication and gender issues.

#### 8. Closure and evaluation

- Completed evaluation forms were returned and the meeting concluded at 2:30PM.



02  
HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

December 12th, 2002

3:00 - 4:30 PM

25 Van Ness Ave, 5<sup>th</sup> Floor Conference Room

San Francisco

7 AGENDA

- |   |              |
|---|--------------|
| 1. Welcome and Check-in                                     | 3:00-3:10 PM |
| 2. General Public Comment                                   | 3:10-3:20 PM |
| 3. Review and Approval of 11/07/02 Minutes (Vote)           | 3:20-3:25 PM |
| 4. Membership Update (Vote)                                 | 3:25-3:35 PM |
| 5. Diversity/Cross Cultural Communication Next Steps (Vote) | 3:35-3:45 PM |
| 6. Check-in Brainstorm for HPPC meetings                    | 3:45-4:00 PM |
| 6. 2002 Review- Success & Challenges                        | 4:00-4:20 PM |
| 7. Closure and Evaluation                                   | 4:20-4:30 PM |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

Minutes

December 12, 2002

3:00 – 4:30PM

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Members Present: Gayle Burns, Ken Pearce, Lisa Reyes

Members Absent: Robert Gomez, Gwen Smith, Janetta Johnson

Professional Support Staff: Kevin Roe (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements

- Gayle Burns chaired the meeting.
- The meeting began with the icebreaker question "what was the name of your first pet and the street you grew up on?"
- The meeting lacked enough members for quorum, but decided to meet informally.

2. General Public Comment

- No Public Comment

3. Review and Approval of 11/07/02 Minutes (*vote*)

- There were not enough voting members of the committee present to approve the minutes, however, the members present did review the minutes and found nothing objectionable. Minutes should be voted on at January 2003 meeting.

4. Membership Update

- Lisa announced that there are currently 33 or 34 members on the Council and that no member's term on the Council is up until March or June.

- The membership of Robert Gomez and Teresa Betancourt came into question due to the fact that they have both missed several meetings. Membership may choose to send a recommendation to the Steering Committee to handle this issue.
- Lisa announced that on Tuesday December 17<sup>th</sup> from 12 – 1:15PM there will be a brown-bag training in the 5<sup>th</sup> floor conference room on the Priority Setting Model.

#### 5. Diversity/Cross Cultural Communication Next Step

- The committee discussed possibly having the next diversity training in March with a focus on cross cultural communication. Prior to the next diversity training, members would like to have the facilitator attend a Council meeting to examine the dynamics.
- Some members of the committee questioned how you could teach cross cultural communication and how to advocate for your community without offending other people.
- In early 2003 Lisa will contact Todos Institute to discuss the next training. Possibly locations to hold the training are the Women's Building, the LGBT Community Center, and the AIDS Health Project conference room.
- Members discussed the pros and cons of making the training a pot luck; they may first recommend making a Council meeting a pot luck to see how it works out. Should they decide to have the training catered, they may want to get food from several different vendors with different ethnic backgrounds. They might also simply want to make the training brown bag. Some members suggested having the training near a park so that during lunch break people could go to the park as a group. While at the park members could play games or team building exercises.

#### 6. 2002 Review- Success & Challenges

- Membership discussed how to integrate new members into a committee that is established and working well.
- Is there enough work for Membership to justify it meeting each month or could it be as effective meeting less frequently? Some members suggested that once the March diversity training is finished, the committee should switch to meeting every other month.
- The committee discussed which of the current members will want to remain in Membership in 2003.



7. Check-in Brainstorm for HPPC meetings

- Membership should come up with a list of icebreaker questions. Ken suggested having an article or newsletter for members to read before Council meetings and at the start of the meeting members could discuss the article. The articles should be about some new or changing aspect of the epidemic.

8. Closure and Evaluation

- Completed evaluation forms were turned in and the meeting concluded at 4:30PM.



**HIV PREVENTION PLANNING COUNCIL (HPPC)**

**Membership Committee**

**February 24, 2003**

**3:00 - 4:30pm**

**25 Van Ness Avenue, Suite 330A**

**San Francisco**

**DOCUMENTS DEPT.**

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**AGENDA**

- |   |           |
|---|-----------|
| 1. Welcome, Introduction and Announcements  | 3:00-3:15 |
| 2. Public Comment   | 3:15-3:25 |
| 3. Scope of Work & Timeline (possible vote)   | 3:25-3:40 |
| 4. Elect Committee Chair/Co-chairs (possible vote) &<br>-Community Members Discussion<br>-Roles & responsibilities of members & staff | 3:40-3:50 |
| 5. Select Regular Meeting Time (possible vote)  | 3:50-4:00 |
| 6. Process Evaluation Discussion  | 4:00-4:10 |
| 7. Update on Diversity/Cross Culture Training   | 4:10-4:20 |
| 8. Closing and Evaluation   | 4:20-4:30 |

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
Meeting dates and times are subject to change, please verify by calling Betty Chen Lew at 554-9492.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee  
Action Minutes

February 24, 2003

3:00 – 4:30PM

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**Members Present:** Gwen Smith, Janetta Johnson, Robert Gomez, Ken Pearce, Lisa Reyes

**Members Absent:** Gayle Burns

**Professional Support Staff:** Kevin Roe (Process Evaluation), Betty Chan Lew (HIV Prevention Section)

**1. Welcome, Introduction and Announcements**

- Janetta Johnson facilitated the meeting.
- The meeting began with the icebreaker question "What do you think about the vaccine trials headlines stating that vaccines are a failure."

**2. General Public Comment**

- No public comment

**3. Scope of Work & Timeline**

- Betty updated the committee on the current membership. There are a total of 31 members and 14 of them will expired in 2003. One in July, one in September, and 12 in December.
- Regarding 2003 recruitment, as needed recruitment will be considered if there are gaps. In a few months the committee will be sending an e-mail survey to find out if any of those 14 members are planning to renew their membership.
- Brown bag trainings - Kevin mentioned that HPPC members are interested in learning about strategies and interventions.

- Lisa mentioned that the Community Liaison Committee is interested in working with the Membership Committee in recruiting new members.

#### **4. Elect Committee Chair/Co-Chair**

- Gayle Burns and Janetta Johnson are the Co-Chairs of the Membership Committee. Congratulations!

#### **5. Select Regular Meeting Time**

- The committee decided to meet every 2<sup>nd</sup> Monday of every month from 3:00-4:30 PM.
- There will be no meeting in March.
- The next meeting will be on Monday, April 14, 2003 from 3:00-4:30 PM at 25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room.

#### **6. Process Evaluation Discussion**

- Kevin asked members how they would like to give feed back on the meeting evaluations this year.
- The committee liked the idea of filling out the meeting evaluations after each meeting rather than quarterly.
- Suggestions were made to add two more questions to the "Meeting Evaluation" form.
- Kevin will continue to e-mail the results via e-mail to the members.

#### **7. Update on Diversity/Cross Culture Training**

- Lisa gave an update on this agenda item. Gayle, Tracey, and Lisa met with Shirley Yee from Todos Institute late January. Todos is interested in working with the HPPC again this year. Currently, Todos is going through reorganization and they may not be able to do the training until June.
- Todos will come to observe one of the full council meetings.

- The training will take place on the full council meeting date and it will be for about six hours.
- The LGBT Center was suggested for a possible location.
- Betty will find out the budget for the facility rental.

#### **8. Closure and Evaluation**

- Completed evaluation forms were turned in and the meeting concluded at 4:30PM.





HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
April 14, 2003  
3:00 - 4:30pm  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco

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AGENDA

- |   |              |
|---|--------------|
| 1. Welcome, Introduction and Announcements                | 3:00-3:10 PM |
| 2. Public Comment   | 3:10-3:15 PM |
| 3. Approval of 12/12/02 & 2/24/03 Minutes (possible vote) | 3:15-3:20 PM |
| 4. Update on Diversity Training (possible vote)           | 3:20-3:45 PM |
| 5. Update on Membership issues/terms (possible vote)      | 3:45-3:50 PM |
| 6. Review Gaps/Gaps Brainstorm (possible vote)            | 3:50-4:10 PM |
| 7. Develop Recruitment Timeline                           | 4:10-4:25 PM |
| 8. Closing and Evaluation                                 | 4:25-4:30 PM |

The next meeting will be May 12, 2003 from 3:00 - 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

April 14, 2003

3:00-4:30PM

Minutes

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Members Present: Gayle Burns, Ken Pearce, Gwen Smith, Janetta Johnson, Ed Byrom

Professional Support Staff: Lisa Reyes (AO), Betty Chan Lew (AO), Kevin Roe (CHSG),  
Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements

- Members introduced themselves.
- Janetta announced that sometime in the middle of May Walden House Transgender Program will have an open house; she will e-mail people with the details as they become available.
- It was announced that Membership will continue to meet at its current day/time for the rest of the year.
- Lisa announced that Community Liaison committee would like to collaborate with Membership regarding their scope of work. There will be a planning meeting of the two committees in the near future.
- Lisa announced that the CARE council would like to collaborate with the Membership Committee of the HPPC to plan trainings for both councils.

2. General Public Comment:: None

3. Review and Approval of 12/12/02 and 2/24/02 Minutes (*vote*)

- The minutes were reviewed, voted on, and approved by the members.

4. Update on Diversity Training

- Membership discussed Steering Committee turning down May 8 for the next Diversity Training. Some members of Steering questioned why there needs to be

a training each year; HPPC guidelines stipulate that it has to happen at least once a year. Some members of Steering voiced concerns regarding the length of the training. One member of Steering also wondered if it was possible to have 2 facilitators, instead of one.

- Lisa mentioned that perhaps the focus of the training could be one of cross cultural communication vs. a diversity 101 training. This training could focus on some ways to enable better communication between HPPC members, and to ensure that members feel that their opinions are valued at meetings. One suggestion was that the focus would be on HIV, and how it has affected members personally. This suggestion was going to be brought to Steering. Kevin was asked if it would be possible to get Kathleen Roe to facilitate the training since she knows the council and the personalities involved. Kevin felt that it would be inappropriate for her to facilitate the training.
- A motion was made to do a zoomerang survey on the feelings of council members toward the diversity training. The motion was voted on and approved; the exact questions to be asked on the survey will be worked out later. Council members who do not respond to the zoomerang will be given written surveys, or asked the questions over the phone.
- Kevin suggested keeping the survey to 5 to 10 very focused questions. The group brainstormed possible questions:

- Have you ever participated in a diversity training?

☐ Yes

☐ No

☐ Other: \_\_\_\_\_

- HPPC member involvement and time is precious, so we need to get a feeling for your personal priority for this topic. Do you feel:

☐ This topic is very relevant but redundant as my other environments often stress this subject. I would not place a high priority on a future training this year.

☐ This topic deserves a "special" 8 hour training this year

☐ This topic deserves a "special" 4 hour training this year

☐ This topic deserves a "special" 2 hour training this year

☐ This topic should be incorporated into a regular HPPC meeting

- What has have you found most helpful in a diversity training?

\_\_\_\_\_  
\_\_\_\_\_

Can you list specific exercise or topics that you found beneficial during a diversity training:

\_\_\_\_\_  
\_\_\_\_\_

In order to be of better service to the need of the council, we are looking for some direction in terms of definition and scope of what we mean when we talk about cultural competency. What is your idea or concept of cultural competency? How broad or open ended is it to you?

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- What would you prefer?
- a) 2 four hour training
  - b) 1 eight hour training
  - c) 1 three hour training

Who do you think should attend (please check off those that you feel SHOULD attend)

- ☐ HPPC members
- ☐ HPPC community members
- ☐ HIV Prevention Section Staff
- ☐ Technical Assistance Consultants (i.e. Harder and Co. & Process Evaluation Team)

- These questions will go to Steering committee for feedback and then the zoomerang will be sent out.
- The committee did not address all agenda items. These items were tabled until May meeting.

## 5. Closure and Evaluation

- The meeting closed at 4:45PM.



HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
Monday, May 12, 2003  
3:00 - 4:30pm  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco

AGENDA

1. Welcome, Introduction and Announcements 3:00-3:10 PM
2. Public Comment 3:10-3:15 PM
3. Approval of April 14 Minutes (possible vote) 3:15-3:20 PM
4. Discussion on Diversity Training (possible vote) 3:20-3:45 PM  
Date/Time  
Location  
Facilitation  
Food
5. Update on Membership Issues/Terms (possible vote) 3:45-3:50 PM
6. Review Gaps/Gaps Brainstorm (possible vote) 3:50-4:05 PM
7. Collaboration with Community Liaison Committee 4:05-4:25 PM  
(Possible Vote)

If time permits:

8. Develop Recruitment Timeline (Possible Vote)
9. Closing and Evaluation 4:25-4:30 PM

The next meeting will be June 9, 2003 from 3:00 - 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
May 12, 2003  
3:00-4:30PM  
Action Minutes

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Members Present: Gayle Burns, Ken Pearce, Gwen Smith, Janetta Johnson, Ed Byrom, Lisa Reyes

Members Absent: Robert Gomez

Professional Support Staff: Betty Chan Lew (AO)

1. Welcome, Introduction, and Announcements:

- Gayle Burns called the meeting to order at 3:05 PM, telling members that we had a full agenda ahead of us.
- Members introduced themselves and answered the icebreaker question "What is your favorite day of the week and why?"
- Lisa announced that Marcel Miranda and Erick Brown from the Community Liaison Committee will join us at 3:45 PM to discuss possible collaboration between the two Committees.

2. General Public Comment: None

3. Review and Approval of April 14, 2003 Minutes (vote):

- The minutes were approved by consensus.

4. Discussion on Diversity Training (possible vote):

- Lisa reminded the members on the telephone polls done by the HPS staff to have a 3-hour cross cultural communication training rather than all day. The majority agreed to have the 3-hour training during the full Council meeting time in July.

The above idea was presented to the Steering Committee members on April 24 and it was approved.

- The Membership Committee asked for information on the policy from the Council on diversity trainings. Lisa read from HPPC minutes from May 28, 1998 meeting in which this issue was thoroughly discussed. Members of this committee discussed that because there is no "formal" policy on Diversity trainings in the Bylaws or Policy and Procedure Manual, that this may be an issue that they may want to take on in the future.
- The group suggested the LGBT Center and AIDS Health Project (AHP) for possible sites to hold the July 10 HPPC Meeting/Cross Cultural Training. Members voted that Betty will acquire the space, with the LGBT Center being their 1<sup>st</sup> choice.
- The following suggestions were made for possible facilitators:
  - Todo's Institute
  - People Institute West
 Lisa will investigate these two agencies, and will send info to members, including possible meeting times.
- The Committee let Betty decide on the food for this training. Ken Pearce suggested "Tangerine" on 16<sup>th</sup> Street at Sanchez.

**5. Update on Membership Issues/Term (possible vote):**

- There are 13 members whose term will expire in 2003.
- Before identifying gaps on the Council, Betty will be taking polls of those 13 members via e-mail

**6. Collaboration with Community Liaison Committee (possible vote):**

- Marcel Miranda and Eileen Loughran join in the discussion on this topic.
- Marcel gave a brief overview of the Community Liaison Committee and explained some of the tasks of the Committee. Some of tasks the Committee has done were to identify geographical gaps and risk groups. Some of the gaps that CLC has identified, according to Marcel, are: Bayview, Treasure Island, Youth, Transgender, Sex Workers, Crack users, and Men of color. Marcel also mentioned that this Committee also focuses on ensuring that community members are informed about HPPC activities.
- Majority decided to work with the Community Liaison Committee.

**7. Reviewing Gaps/Gaps Brainstorm (possible vote):**

- Ken Pearce requested a composition of HPPC, SF census and SF HIV impact, before doing the "gaps" exercise for the next meeting.
- Lisa shared the HPPC brochures that were used in 2001. The Committee decided to use the same brochure for this year recruitment since all the information remains the same. This committee also suggested that these brochures, as well as HPPC applications, are available at all Community Liaison meetings that are held in different communities.
- Suggestions were made on announcing the new member recruitment in the BAR, Guardian, by doing a press release. Ed Byrom will look into this.
- Betty will draft an updated HPPC membership application to include the CDC expertise in the application.
- It was also suggested to do very "targeted" recruitment, to really focus in on bringing on board those where the biggest gaps exist.
- This agenda will continue at the June 10 meeting.

**8. Develop Recruitment Timeline (possible vote):**

- The Committee will resume this agenda item in June.

**9. Closing and Evaluation:**

- This Committee decided to meet 3 hours on Tuesday, June 10 from 11:00-2:00 PM. There will be no meeting on Monday, June 9.

The meeting closed at 4:45PM.

Minutes were prepared by Betty and reviewed by Lisa and Gayle Burns.



HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
Tuesday, June 10, 2003  
11:00 - 2:00 PM  
25 Van Ness Avenue, 330B  
San Francisco

AGENDA

- |   |                |
|---|----------------|
| 1. Welcome, Introduction and Announcements    | 11:00-11:10 AM |
| 2. Public Comment                             | 11:10-11:15 AM |
| 3. Approval of May 12 Minutes (possible vote) | 11:15-11:20 AM |
| 4. Discussion/Update on Diversity Training    | 11:20-12:00 PM |
| 5. Update on HPPC/City Demographics           | 12:00-12:30 PM |
| 6. Gaps Brainstorm Exercise                   | 12:30-1:00 PM  |
| 7. Develop Recruitment Timeline               | 1:00-1:20 PM   |
| 8. Review/Amend HPPC Application              | 1:20-1:50 PM   |
| 9. Closing and Evaluation                     | 1:50-2:00PM    |

The next meeting will be July 14, 2003 from 3:00 - 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
June 10, 2003  
11:00-2:00PM  
Minutes

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Members Present: Gayle Burns, Ken Pearce, Gwen Smith, Ed Byrom  
Members Absent: Janetta Johnson, Lisa Reyes

Professional Support Staff: Tracey Packer (AO), Betty Chan Lew (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
  - Members introduced themselves.
2. Public Comment: None
3. Review and Approval of 5/12/03 Minutes (*vote*)
  - The minutes were reviewed and approved by the committee by consensus.
4. Discussion/Update on Diversity Training
  - The type of training will be Cross Cultural Communication Training.
  - Members of the committee met with representatives of CompassPoint, the consultants recommended to facilitate the training. CompassPoint specializes in facilitating workshops and organizational trainings for nonprofits. The consultants, Annushka and Alfredo of CompassPoint, will attend the June Council meeting in order to get a feel for how the Council interacts.
  - There was discussion of whether to invite non-HPPC Committee Members to attend the training in addition to Council Members and consultants; a motion was made and passed to invite Community Members.
5. Update on HPPC and City HIV Demographics

- A draft illustrating the demographic composition of HPPC Membership (as of 1/1/03) was given out. The Committee reviewed this draft as well as page 63 of the HIV Prevention Plan for possible recommendations on recruitment.
- The Committee made preliminary suggestions that the Council should have at least one representative for every race/ethnicity in the category of MSM and MSM-F. Additionally, they suggested that there should be more transgender representation, a cross-cultural mix of HIV positive members, and representatives from categories of overall prevalence such as African Americans, Latinos and transgendered people.

#### 6. Gaps Brainstorm Exercise

The Membership Committee reviewed the gender and ethnic/racial breakdown of council members to determine where there might currently be gaps. It was decided that there should be recruitment of:

- Youth under 18 and young adults 18-24 years old;
- Gay men and other MSM who are African American, Asian/Pacific Islander, and Native American;
- Transgendered individuals, male to female, African American, Asian/Pacific Islander, Latina, and Native American;
- Women of all race/ethnicities who have sex with men who have sex with other men, with a focus on positive women; and
- People with expertise or experience with substance use, such as methamphetamines.

#### 7. Develop Recruitment Timeline

- The Membership Committee recommended that there should be long term recruitment, but also an effort to interview and appoint community members who currently wish to be on the Council.
- A motion was passed to invite community members interested in joining the Council to immediately apply and to interview them and current applicants in July.

Suggested Timelines:

Long-term:

June-July: recruit  
 August: interview  
 Sept.: interview, select and appoint  
 Oct.: orientation  
 Nov.-Dec.: provisional term



Short-term:

1. invite community members to apply-now
2. interview all current applicants + community members-July
3. select, appoint, orient-August and Sept.
4. provisional term starts-October 1

8. Review/Amend HPPC Application

- Betty passed around a revised draft membership application form; it was discussed and Membership approved using the revised application.

9. Closing and Evaluation

- The meeting concluded at 2:00PM. The next Membership Committee meeting is scheduled for July 14, 2003 from 3:00-4:30PM in the 5<sup>th</sup> floor Conference Room.



≡ HIV PREVENTION PLANNING COUNCIL (HPPC)  
≡ Membership Committee  
Monday, July 14, 2003  
3:00 - 4:30 PM  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco

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≡ AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introduction and Announcements       | 3:00-3:10 PM |
| 2. Public Comment                                | 3:10-3:15 AM |
| 3. Approval of June 10 Minutes (possible vote)   | 3:15-3:20 AM |
| 4. Debrief Cross Cultural Communication Training | 3:20-3:30 PM |
| 5. Review/Amend HPPC Interview Questions         | 3:30-3:45 PM |
| 6. Develop Long-Term Recruitment Timeline        | 3:45-4:00 PM |
| 7. Discuss HPPC Mentorship Program               | 4:00-4:15 PM |
| 8. Discuss Goals & Objectives for the Plan       | 4:15-4:25 PM |
| 9. Closing and Evaluation                        | 4:25-4:30PM  |

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The next meeting will be August 11, 2003 from 3:00 - 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership Committee

July 14, 2003

3:00 – 4:30 PM

Action Minutes

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Members Present: Ed Byrom, Janetta Johnson, Ken Pearce, Lisa Reyes

Members Absent: Gayle Burns, Gwen Smith, Robert Gomez

Professional Support Staff: Betty Chan Lew (AO)

1. Welcome, Introduction, and Announcements

- Janetta Johnson called the meeting to order at 3:15 PM. Members introduced themselves.
- Lisa handed out the CDC Community Membership Survey Pilot Test to the members and asked to fill it out and mail in the completed survey in the pre-paid envelopes.
- Betty announced that she will not be at the August 11 meeting.
- Lisa requested to add "Next Steps" under agenda item #4.

2. Public Comment: None

3. Review and Approval of 6/10/03 Minutes

- The motion to approve the June 10 minutes was made by Ed and seconded by Ken. The minutes are approved.

4. Debrief Cross Cultural Communication Training (July 10, 2003)

- Members expressed their feelings about the training. Most of them wish the training was longer.
- There was no training evaluation provided by the facilitators so Lisa will follow up with the facilitators.

- One member suggested that the Membership Committee should have insisted the Steering Committee that the zoomerang survey be done by the Council members so the Committee would know what kind of training to provide.
  - Members suggested longer training or retreat for future.
  - Ken suggested starting a "Parking Lot" for this Committee.
5. Review/Amend HPPC Interview Questions
- A couple of members suggested additional questions to add and they will be sharing those questions via e-mail to the Committee. The decision will be made at the August 11 meeting.
6. Develop Long-Term Recruitment Timeline
- The Committee decided to do one recruitment this year. The timeline is as follows:
 

• June–July:	Recruitment
• August:	Interview
• September:	Interview, select, and appoint
• October:	Orientation
• November-December:	Provisional Term
• January 2004:	Official term begins
  - Currently we have a total of 10 applicants in the pool.
  - Betty will compile demographics information of those applicants.
7. Discuss HPPC Mentorship Program
- This item was tabled until the August meeting.
8. Discuss Goals & Objectives for the Plan
- Lisa handed out the "HPPC Vision" developed by the Plan Policies committee and asked members to review it, and get back to her if they had any changes/suggestions.

## 9. Closing and Evaluation

- The meeting concluded at 4:35 PM. The next Membership Committee meeting is scheduled for August 11, 2003 from 3:00-4:30PM in the 5<sup>th</sup> floor Conference Room.

The minutes were prepared by Betty and reviewed by Lisa and Janetta.





HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
Monday, August 11, 2003  
3:00 – 4:30 PM  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco

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AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introduction and Announcements     | 3:00-3:10 PM |
| 2. Public Comment                              | 3:10-3:15 AM |
| 3. Approval of July 14 Minutes (possible vote) | 3:15-3:20 AM |
| 4. Review HPPC Applications                    | 3:20-3:40 PM |
| 5. Set Interview Dates/Times                   | 3:40-4:00 PM |
| 6. Review Interview Questions (possible vote)  | 4:00-4:10 PM |
| 7. Discuss HPPC Mentorship Program             | 4:10-4:25 PM |
| 8. Closing and Evaluation                      | 4:25-4:30PM  |

The next meeting will be  
September 8, 2003 from 3:00 – 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
Monday, August 25, 2003  
3:00 – 4:30 PM  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco

---

AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introduction and Announcements     | 3:00-3:10 PM |
| 2. Public Comment                              | 3:10-3:15 AM |
| 3. Approval of July 14 Minutes (possible vote) | 3:15-3:20 AM |
| 4. Review HPPC Applications                    | 3:20-3:40 PM |
| 5. Set Interview Dates/Times                   | 3:40-4:00 PM |
| 6. Review Interview Questions (possible vote)  | 4:00-4:10 PM |
| 7. Discuss HPPC Mentorship Program             | 4:10-4:25 PM |
| 8. Closing and Evaluation                      | 4:25-4:30PM  |

The next meeting will be  
September 8, 2003 from 3:00 – 4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
August 25, 2003  
3:00-4:30PM  
Minutes

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Members Present: Gwen Smith, Ed Byrom, Robert Gomez, Lisa Reyes

Members Absent: Gayle Burns, Ken Pearce, Janetta Johnson, Betty Chan Lew

Professional Support Staff: Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
  - Members introduced themselves. Lisa announced that Gayle, Ken and Betty would not be able to attend today's meeting.
2. General Public Comment: None
3. Review and Approval of 7/14/03 Minutes (*vote*)
  - Hold for next committee meeting
4. Review HPPC Applications
  - To date the Council has 29 members and 15 new applications for membership have been received; the committee would like to bring total membership to the Council to 35.
  - Membership committee would like to bring 6 new members to the council with provisional appointments to take place in November and December; voting membership to the council would start in January 2004.
  - The committee discussed the demographic gaps on the Council; would like to bring in more youth, transgender people, HIV positive people, and African American and Latino MSM. The committee reviewed and discussed the applications for membership that have been submitted.
5. Review Interview Questions (*possible vote*)
  - Lisa gave out copies of the 'Interview Questions-2003 HPPC Membership Recruitment'. The committee reviewed the questions and

discussed their order and which questions should be added or changed for clarity.

6. Set Interview Dates/Times

- Membership is looking at the week of September 8 to conduct the interviews. It was suggested that it would be good to have 2 Council members and 1 staff member present for each interview. Each interview will take about half an hour; Community Liaison Committee has agreed to help in conducting the interviews.

7. Closing and Evaluation

- The meeting concluded at 4:30PM. The next Membership Committee meeting is scheduled for September 8 from 3:00 – 4:30 PM.

**HIV PREVENTION PLANNING COUNCIL (HPPC)**

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**Membership Committee Meeting**  
**Monday, September 8, 2003**  
**3:00 - 4:30 PM**

SEP - 5 2003

**25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room**  
**San Francisco**

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**AGENDA**

- |  |              |
|--|--------------|
| 1. Welcome, Introduction and Announcements                 | 3:00-3:10 PM |
| 2. Public Comment  | 3:10-3:15 PM |
| 3. Approval of July 14 & August 25 Minutes (possible vote) | 3:15-3:20 PM |
| 4. Update on Current HPPC Membership Issues/Terms          | 3:20-3:45 PM |
| 5. Discuss New Member Orientation (possible vote)          | 3:45-4:10 PM |
| 6. Discuss HPPC Mentorship Program (possible vote)         | 4:10-4:25 PM |
| 8. Closing and Evaluation                                  | 4:25-4:30 PM |

The next meeting will be:  
**TBA**

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
September 8, 2003  
3:00-4:30PM  
Minutes

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Members Present: Gwen Smith, Ed Byrom, Robert Gomez, Janetta Johnson

Members Absent: Gayle Burns, Ken Pearce

Professional Support Staff: Lisa Reyes (AO), Betty Chan Lew (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements

- Members introduced themselves; there were no announcements made.

2. General Public Comment: None

3. Review and Approval of 7/14/03 and 8/25/03 Minutes (*vote*)

- The minutes were reviewed, voted on and approved by the committee.

4. Update on Current HPPC Membership Issues/Terms

- There were 15 applications submitted for admission to the Council; interviews have been scheduled with 11 of the applicants.
- The Committee is scheduled to meet on September 25 from 1:00 – 2:30 PM to discuss gaps on the Council and make recommendations to the Director of Public Health for appointments.
- Paul Harkin has given official notice that he is leaving the Council. There are 29 members currently on the Council and the Committee will recommend to appoint six new members.
- Gwen was concerned about some members who have not been regularly attending their committee meetings; after some discussion, Membership suggested bringing up this issue at Steering for their input on how to handle this.

5. Discuss New Member Orientation

- It was decided by this committee, that all selected applicants would be invited to attend the October 9<sup>th</sup> HPPC meeting, as an introductory training.
- October 15<sup>th</sup> was selected as the date to have the new member orientation. This meeting would be from 3-4 hours in length, and would consist of 2 parts. The first one would be: Overview of HPPC (charge), BRPS, Cooperative Agreement, Plan 2004, SF Epi info, Acronyms, and Committee Work, The second part would be a mock HPPC meeting.
- Members agreed that they liked the idea of this orientation.

#### 6. Discuss HPPC Mentorship Program

- Mentors will be assigned to new members; at meetings seating will be assigned so that new members sit next to current members. Mentors will check in with new members by phone or e-mail to discuss questions that they may have. The mentorship program will be a 2 to 3 month commitment. Additionally, each staff member will be assigned 2 new members to work with.

#### 7. Closing and Evaluation

- The meeting concluded at 4:30 PM. The next Membership Committee meeting is scheduled for Sept. 25<sup>th</sup> @ 1pm.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Membership Committee Meeting

Thursday, September 25, 2003

1:00 – 2:30 PM

25 Van Ness Avenue, 3<sup>rd</sup> Floor 330A

San Francisco

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### AGENDA

- |  |              |
|--|--------------|
| 1. Welcome, Introduction and Announcements | 1:00-1:10 PM |
| 2. Develop Recommendations for New Members | 1:10-2:00 PM |
| 3. Next Steps                              | 2:00-2:20 PM |
| 4. Set October Meeting Date                | 2:20-2:30 PM |
| 5. Closing and Evaluation                  | 2:25-2:30 PM |

The next meeting will be:

TBA

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
September 25, 2003  
1:00-2:30PM  
Meeting Notes

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Members Present: Robert Gomez, Gwen Smith, Ed Byrom, Ken Pearce, Janetta Johnson, Gayle Burns

Professional Support Staff: Lisa Reyes (AO), Betty Chan Lew (AO)

## 1. Welcome, Introduction, and Announcements

- Gayle Burns welcomed the members, asked them to introduce themselves, and make any appropriate announcement, including the following. A nickname if you had one and explain why.
- Lisa requested adding the topic of mentorship to the agenda, if time permitted/

## 2. Develop Recommendations for New Members

- Betty passed out the score sheets of the 12 candidates.
- The Committee identified vacancies on the Council. Currently there are eight vacancies and possibly nine.
- The motion was made to have alternates and it was passed.
- There will be a motion to appoint on the Council on each candidate.
- Robert Gomez suggested that panel members give more info on each of the candidate.

Candidate	Motion to appoint on the Council made by:	Motion seconded by:	Appoint Yes or No
Perry Rhodes III	Robert Gomez	Ken Pearce	Yes
Aiko Marie "Tamika" Gonzales	Gwen Smith	Janetta Johnson	Yes
Renol Ratchford	Robert Gomez	Gayle Burns	Yes
Manny Grueso	Ed Byrum	Robert Gomez	Yes
Lorris Mattox	Lisa Reyes	Janetta Johnson	Yes
Keith Folger	Gayle Burns	Gwen Smith	Yes (1 abstention)
Anthony Nguyen	Gayle Burns	Robert Gomez	No (1 favor, 4 opposed, 1

			abstention)
Catherine Geanuracos	Gayle Burns	Robert Gomez	No (1 favor, 3 opposed, 2 abstentions)
Edward Velasco	Gayle Burns	Robert Gomez	Yes
Matthew Blanchard	Gayle Burns	Robert Gomez	Yes (5 favors, 1 abstention)
Alexander Fields	Gayle Burns	Ed Byrom	No (4 opposed, 1 abstention)
Wanetta Davis	Gayle Burns	Robert Gomez	No (4 opposed, 1 abstention)

- The Committee selected eight new members.
- There were four candidates who didn't get appointed on Council, but will make a motion to select one alternate.
- The motion was made to select one alternate.

Candidate	Select as alternate: Yes or No
Anthony Nguyen	No (2 favors, 3 opposed)
Catherine Geanuracos	Yes (3 favors, 1 opposed, 1 abstention)
Alexander Fields	No (5 opposed)
Wanetta Davis	No (4 opposed, 1 abstention)

There was not enough time to discuss next steps and mentorship program. These items will be discussed at the October meeting.

The next Membership Committee meeting is scheduled for Monday, October 6 from 3:00 – 4:30 PM in the 5<sup>th</sup> Floor Conference Room.

## 5. Closing and Evaluation

- The meeting concluded at 2:30 PM.

**HIV PREVENTION PLANNING COUNCIL (HPPC)**

**Membership Committee Meeting**

**Monday, October 6, 2003**

**3:00 - 4:30 PM**

**25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room**

**San Francisco**

**AGENDA**

- |   |              |
|---|--------------|
| 1. Welcome, Introduction and Announcements          | 3:00-3:10 PM |
| 2. Public Comment                                   | 3:10-3:15 PM |
| 3. Approval of September 25 Minutes (possible vote) | 3:15-3:20 PM |
| 4. Update on Current HPPC Membership Issues/Terms   | 3:20-3:30 PM |
| 5. Discuss New Member Orientation (possible vote)   | 3:30-4:10 PM |
| 6. Discuss HPPC Mentorship Program (possible vote)  | 4:10-4:25 PM |
| 7. Closing and Evaluation                           | 4:25-4:30 PM |

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The next meeting will be:

**Monday, November 10<sup>th</sup>, 2003 in the 5<sup>th</sup> Floor Conference room**

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
October 6, 2003  
3:00-4:30PM  
Minutes

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Members Present: Gwen Smith, Ed Byrom, Robert Gomez, Janetta Johnson,  
Ken Pearce, Gayle Burns

Professional Support Staff: Lisa Reyes (AO), Betty Chan Lew (AO), Stacy  
Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
  - There was a moment of silence in memory of Jorge Ortiz, a former Council member who recently passed away.
  - Lisa said that the committee has not received evaluation forms for a couple of months; she will follow up with Kathleen Roe.
2. General Public Comment: None
3. Review and Approval of 9/25/03 Minutes *(vote)*
  - The minutes were reviewed, voted on and approved by the committee.
4. Discuss New Member Orientation
  - The committee selected eight new members to join the Council with their voting term beginning in January 2004; that will bring the total number of Council members to 37.
  - The new members have been asked to attend the October 9 Council meeting as part of their orientation; the meeting will be the first opportunity for the new members to formally meet and interact with the Council. The meeting will take place at City Hall from 3:00-6:00 PM.
  - On October 15 from 1:30-4:30 PM there will be a mandatory Orientation for the new members. A draft agenda of the orientation was passed around detailing the various topics that will be discussed. The committee debated which Committee or staff member should present which topic. Additionally, the committee discussed food for the meeting

and what information will be included in the New Member Orientation Binders.

- The candidates who were not selected to be on the Council will have their applications remain on file for six months; they are welcome to sit in on Council meetings and eligible to re-apply in the future.

5. Discuss HPPC Mentorship Program

- The mentorship program will be a 2 to 3 month commitment. At the Council meetings new members will sit next to their mentor that they have been assigned to. New members will be given the opportunity to check in with their mentor before and after each meeting.
- The committee discussed which new member they think would be best to paired with seasoned member. Lisa and Betty will e-mail seasoned members to ask them if they would be willing to serve as mentors.

6. Closing and Evaluation

- The meeting concluded at 4:15 PM. The next Membership Committee meeting is scheduled for November 10 from 3:00-4:30 PM.

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≡ **HIV PREVENTION PLANNING COUNCIL (HPPC)**

≡ **Membership Committee Meeting**

**Monday, November 10, 2003**

**3:00 - 4:30 PM**

**25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room**

**San Francisco**

11-06-03A08:37 RCVD

≡ **AGENDA**

1. Welcome, Introduction and Announcements 3:00-3:15 PM
2. Public Comment 3:15-3:25 PM
3. Approval of September 8 and October 6 Minutes (possible vote) 3:25-3:35 PM
4. Debrief New Member Orientation & Evaluations 3:35-3:55 PM
5. Discussion: On-going Trainings for New Members (discussion) 3:55-4:25 PM
6. Closing and Evaluation 4:25-4:30 PM

The next meeting will be:

**Monday, December 8, 2003 in the 5<sup>th</sup> Floor Conference Room**

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Membership Committee  
November 10, 2003  
3:00-4:30PM  
Minutes

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Members Present: Gwen Smith, Ed Byrom, Ken Pearce, Gayle Burns, Lisa Reyes

Members Absent: Robert Gomez, Janetta Johnson

Professional Support Staff: Betty Chan Lew (AO), Stacy Gratton (Minute-Taker)

1. Welcome, Introduction, and Announcements
2. General Public Comment: None
3. Review and Approval of 9/8/03 and 10/6/03 Minutes (*vote*)
  - The minutes were reviewed, voted on and approved by the committee.
4. Debrief New Member Orientation and Evaluation
  - Lisa reported that the new member orientation went well on October 15. Five people attended the orientation. The make-up orientation is scheduled for Wednesday, November 12 from 2:00 – 3:30 PM. Four new members are expected at this make-up orientation. The make-up meeting will be a little shorter than the first orientation and there will not be any co-chairs in attendance.
  - Matthew Blanchard had been selected to join the Council for 2004 but he recently resigned. Once his resignations is finalized, Catherine Geanuracos will be asked to join. She will attend the make-up orientation on November 12.
  - The November 13 Council meeting will be held at Walden House and the new members have been asked to attend; each new member will be seated next to their assigned mentor. Approximately 35 people are expected to attend the meeting.
5. Discussion: On-going Trainings for New Members

- Possible trainings for new members are "CARE and Prevention 101" and Cross Cultural/Diversity training.
- Gwen said that California is considering combining the CARE Council with the Prevention Planning Council; they are accepting applications and she is thinking of applying. Membership discussed the differences and similarities between the two councils; for fiscal reasons there is a push to combine the two councils on both the state and local levels. It was suggested that it would be a good idea to have a "brown bag lunch" for representatives of the two councils so they could come together to discuss what the do.

6. Closing and Evaluation

- The meeting concluded at 4:30PM. The committee canceled the December meeting; Membership committee will not meet again until 2004.









